

**BY ORDER OF THE COMMANDER    MINOT AIR FORCE BASE INSTRUCTION 11-250**  
**MINOT AIR FORCE BASE**

**14 JANUARY 2014**



***Flying Operations***

***AIRFIELD OPERATIONS AND BASE FLYING  
PROCEDURES***

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This instruction implements AFD 13-2, *Air Traffic Control, Airspace, and Range Management*, and prescribes procedures for controlling and conducting aircraft ground, flight, and air traffic control (ATC) operations at Minot AFB. It applies to all personnel conducting or supporting flying operations at Minot AFB. All crew members, including temporary duty (TDY) aircrew, operations, support, and ATC personnel assigned to Minot AFB must be familiar with the operating procedures in this instruction. This instruction is used in conjunction with AFI 13-204V3, *Airfield Operations Procedures and Programs* and applicable Federal Aviation Administration (FAA) directives. Due to rapidly changing airfield conditions at Minot AFB, amendments to this publication shall be placed in Attachment 2 and the appropriate sections lined out and replaced in the main body. The approval authority for amending this publication is the 5 BW/CC. Compliance with this instruction cannot be waived or supplemented. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF 847s from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. See Attachment 1 for a Glossary of References and Supporting Information.

## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. It has been formatted to meet the requirements of AFI 13-204. Diagrams have been incorporated into the text for ease of use.

Section A—General Airfield Information/Procedures	6
1. General Airfield Information: .....	6
Figure 1. General airfield layout .....	7
Figure 2. Rwy 11/29 length, width, gradient, intersection departure distance. ....	7
Figure 3. Rwy 29 End ILS and GS Critical Area and POFZ .....	8
Figure 4. Rwy 11 End. ....	8
2. Wind Information. ....	8
3. Areas Not Visible from the Tower: .....	9
4. Runway Selection Procedures: .....	9
5. Movement Areas: .....	9
Figure 5. Controlled Movement Area .....	10
6. Airfield Lighting Systems/Procedures. ....	10
7. Permanently Closed/Unusable Portions of the Airfield: .....	10
8. Aircraft Arresting Systems: .....	10
9. Parking Plan/Restrictions: .....	10
Figure 6. Mass Parking Apron (MPA) Approved Equipment Storage Area .....	11
Figure 7. Alternate Parking Apron (APA) Approved Equipment Storage Area .....	11
10. ATC Frequencies and Local Channelization: .....	11
Table 1. ATC Frequencies and Local Channelization .....	11
11. Navigational Aids (NAVAIDS): .....	12
12. Auxiliary Power Generators: .....	12
13. Transient Alert: .....	13
14. Automatic Terminal Information Service (ATIS) Procedures: .....	13
15. Aircraft Special Operations Areas/Ramps. ....	13
Figure 8. Arm/De-Arm Locations .....	14
16. Drag Chute Jettison Procedures: .....	14
17. Hot-Pit Refueling Areas: .....	15
18. Aircraft, Trailer and Equipment Towing Procedures: .....	15

19.	Aircraft Engine Starts .....	15
20.	Aircraft Taxiing Requirements: .....	15
21.	Airfield Maintenance: .....	15
22.	Airfield Mowing Operations: .....	15
23.	Runway Surface Condition (RSC)/Runway Condition Reading (RCR) Values ...	16
24.	Procedures/Requirements for conducting Runway Checks: .....	17
25.	Noise Abatement Procedures .....	17
26.	Restricted/Classified Areas on the Airfield: .....	18
27.	Procedures for Suspending Runway Operations: .....	18
28.	Procedures for Opening/Closing the Runway: .....	19
29.	Protection Precision Approach Critical Areas: .....	19
30.	Civil Aircraft Operations .....	19
31.	Airspace Letters of Agreement/Letters of Procedure/Operations Letters Airspace and Controlling Agencies: .....	20
Figure 9.	Minot Approach Airspace .....	20
Figure 10.	Minot AFB And Minot International CLASS D Airspace .....	21
Figure 11.	Helicopter Traffic Pattern/Landing Areas/Test Area .....	21
Section B—VFR Procedures .....		22
32.	VFR Weather Minima: .....	22
33.	Simulated Flame Out Procedures: .....	22
34.	VFR Entry Procedures: .....	22
35.	Opposite Direction Procedures: .....	22
36.	VFR Pattern Guidelines and Procedures: .....	23
Figure 12.	VFR Rectangular Pattern .....	23
Figure 13.	B-52 Outside Straight-in Pattern.....	24
Figure 14.	Overhead Runway 11 .....	25
Figure 15.	Overhead Runway 29 .....	25
37.	Radar Traffic Pattern .....	26
Figure 16.	Arrival Airspace .....	26
38.	Breakout/Missed Approach/Go-around and Local Climbout .....	26
39.	Lost Communications .....	26
40.	Helicopter Procedures .....	27
Figure 17.	Helicopter Operational Sites .....	28

41.	Intersection Departures: .....	35
Section C—IFR Procedures		35
42.	Airborne Radar Directed Approaches (ARDA): .....	35
43.	IFR Departures: .....	35
44.	Local Aircraft Priorities: .....	36
45.	Actual and Practice Alert Procedures: .....	36
46.	Aerial Refueling/AR-629 Usage: .....	38
Section D—Emergency Procedures		38
47.	Primary Crash Alarm System (PCAS) Procedures: .....	38
48.	Secondary Crash Net (SCN): .....	38
49.	Aircraft Emergency/Mishap Response: .....	39
50.	Off-Base Mishaps: .....	39
51.	Emergency Locator Transmitter (ELT) Response: .....	39
52.	Airfield Operations Flight Actions Following an On/Off -Base Mishap .....	39
53.	Stores Jettison: .....	40
Figure 18.	External Stores Jettison .....	40
54.	Fuel Dumping Procedures: .....	40
Figure 19.	Fuel Dump Procedures .....	41
55.	Hot Brake Areas and Procedures: .....	41
Figure 20.	Hot Brake Locations .....	42
56.	Hung Ordnance Procedures .....	42
57.	Controlled Bailout Area: .....	43
Figure 21.	Controlled Bailout Location .....	43
58.	Fuel or Oil Spills: .....	43
59.	Anti-Hijack/Unlawful Seizure of Aircraft: .....	43
60.	Unscheduled Aircraft Arrivals/Departures/Taxi: .....	44
61.	Dangerous/Hazardous Cargo Notification: .....	44
62.	Bomb Threat Aircraft: .....	44
63.	Evacuation of Air Traffic Control Facilities: .....	45
64.	Reoccupying the Control Tower: .....	45
65.	ATC Alternate Facility: .....	45
66.	Airfield Management and Weather Flight Evacuation Procedures: .....	45

Section F—Flight Planning Procedures	45
67. All aircraft departing Minot AFB must have a flight plan on file with Airfield Management prior to engine start, except for aircraft assigned to the 5 BW and Buggy Ride/Bust Out departures. ....	45
68. Controlled Takeoff Times (CTO): .....	47
69. Customer Surveys: .....	47
70. Notice to Airmen (NOTAM) Procedures: .....	47
71. Flight Information Publications (FLIPs): .....	47
Section G—Special Airfield Support Requirements	47
72. Security Support .....	47
73. Weapons Storage Area (WSA) and Munitions Storage Area (MSA): .....	48
74. Weapon System Evaluation Program (WSEP) Operations: .....	48
75. Primary Nuclear Airlift Forces (PNAF) Movements/Convoy Mission Support: ..	48
76. Strategic Arms Reduction Treaty Notification Protocol: .....	48
Section H—Miscellaneous Procedures	48
77. Waivers to Airfield/Airspace Criteria: .....	48
78. Prior Permission Required (PPR) Procedures .....	49
79. Air Evacuation Aircraft Notification: .....	49
80. Distinguished Visitor (DV) Notification: .....	49
81. Weather and Coordination Procedures: .....	49
82. Airfield Snow Removal Operations: .....	50
83. 5 BW Bird/Wildlife Aircraft Strike Hazard (BASH) Procedures: .....	50
84. SOF/Tower/Airfield Management Interface: .....	51
85. Taking of Photographs on the Airfield: .....	52
86. Night Vision Device (NVD) Procedures for Airfield Operations Personnel: .....	52
87. Explosive Ordinance Disposal (EOD) Training Area Procedures: .....	52
Figure 22. EOD Training Area .....	53
88. Wear of Hats on the Airfield: .....	53
89. Airfield Smoking Policy: .....	53
90. Airfield Operations Board (AOB): .....	53
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>56</b>
<b>Attachment 2—QUIET HOURS REQUEST FORM</b>	<b>60</b>

*Section A—General Airfield Information/Procedures*

**1. General Airfield Information:** The airfield includes the runway (RWY), taxiways (TWY), aircraft parking areas, ramps, infield areas, as well as perimeter and access roads (Attachment 2).

1.1. Minot AFB has a single runway, Runway 11/29. The runway is 13,197' x 300' with grass shoulders. Runway 11/29 has concrete thresholds 1,000' x 300'. The 100' on either side of centerline is constructed of load-bearing asphalt. Runway 11/29 overruns are 1,000 x 300' constructed of asphalt. All Minot AFB taxiways (except Taxiway Alpha North and Taxiway Echo) are 75' wide with 50' shoulders. Taxiway Alpha North is 75' wide with no shoulders. B-52 aircraft are prohibited from using Taxiway A North. Taxiway Echo shoulders are 75' wide with 58.5' shoulders. Aircraft with a wingspan greater than 164' are required to have wing walkers when parking on the DV parking ramp. The Minot AFB field elevation is 1,667' MSL.

1.2. NAVAIDS: Minot AFB has a TACAN located on the airfield and ILS systems for Runway 11/29. DEERING TACAN (Ch 96), Runway 29 ILS (localizer 109.9, 2.5 degree glide slope), and Runway 11 ILS (localizer 109.9, 2.5 degree glide slope).

1.3. Runway 29 is the primary instrument and calm wind runway.

1.3.1. Runway 29 threshold elevation is 1,638' MSL and gradient is +0.22%. Runway 29 is equipped with ALSF-1, HIRL, PAPI, and SFL.

1.3.2. Runway 11 threshold elevation is 1,667' MSL and gradient is -0.22%. Runway 11 is equipped with ALSF-1, HIRL, PAPI, and SFL.

**Figure 2. Rwy 11/29 length, width, gradient, intersection departure distance.**

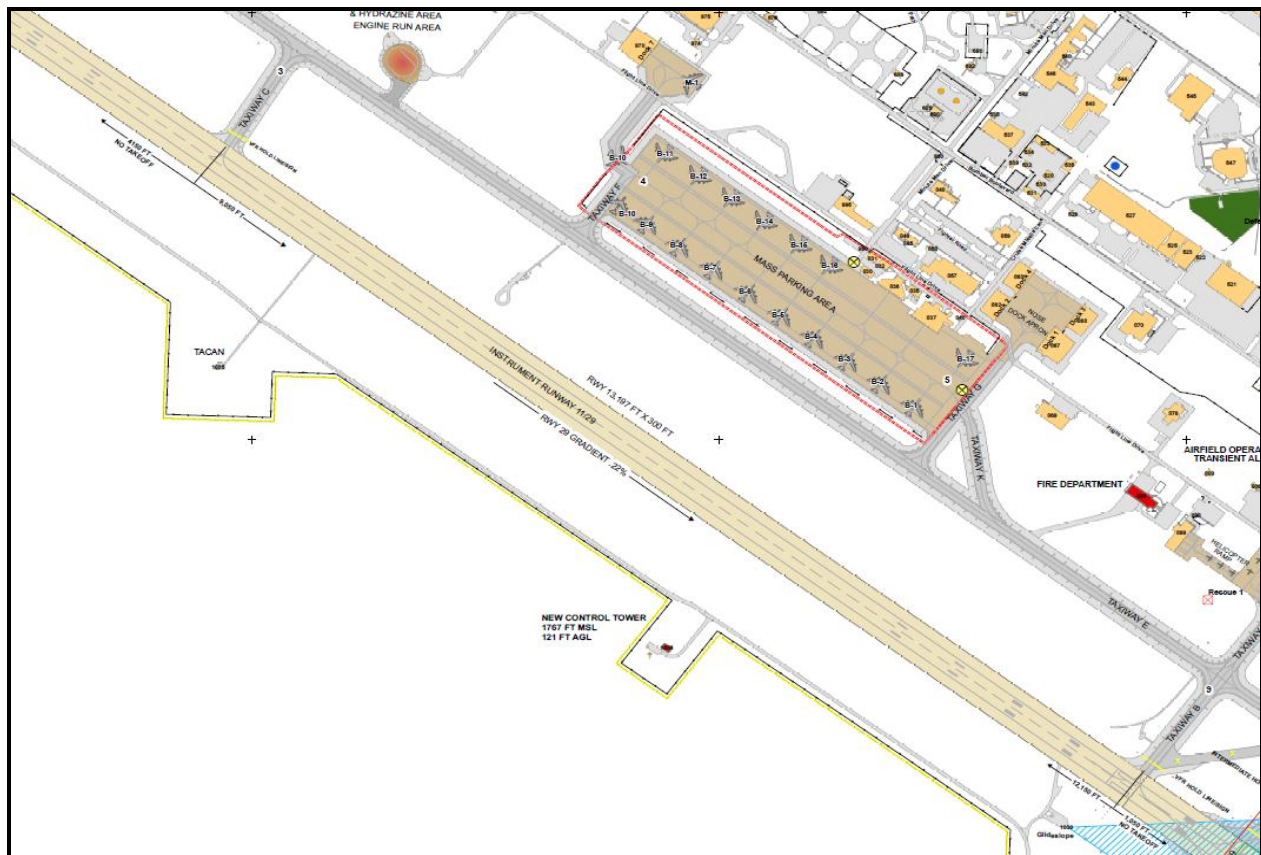


Figure 3. Rwy 29 End ILS and GS Critical Area and POFZ

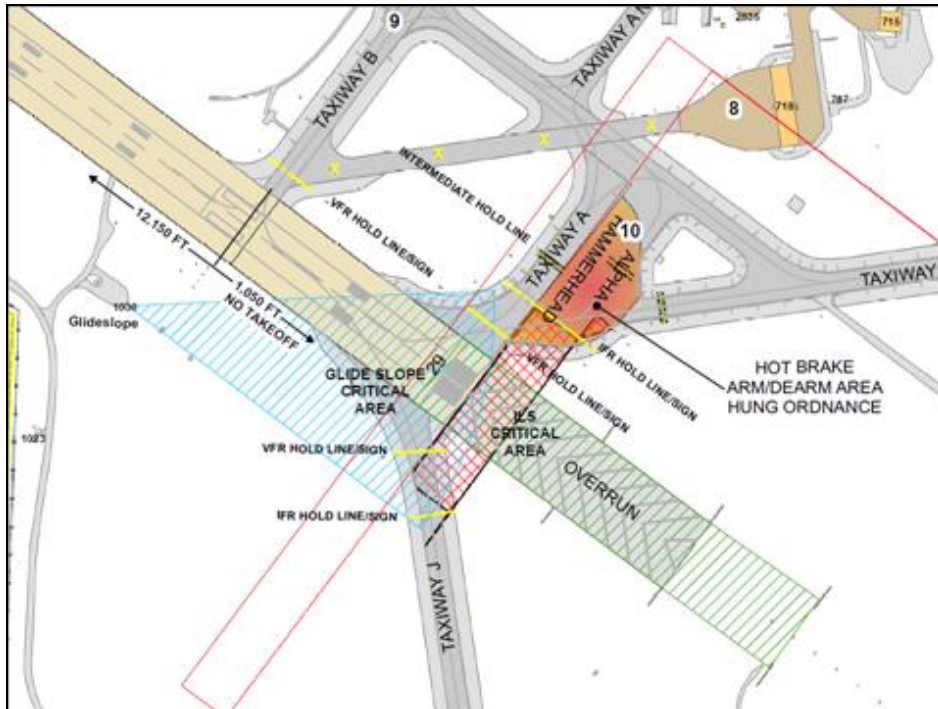
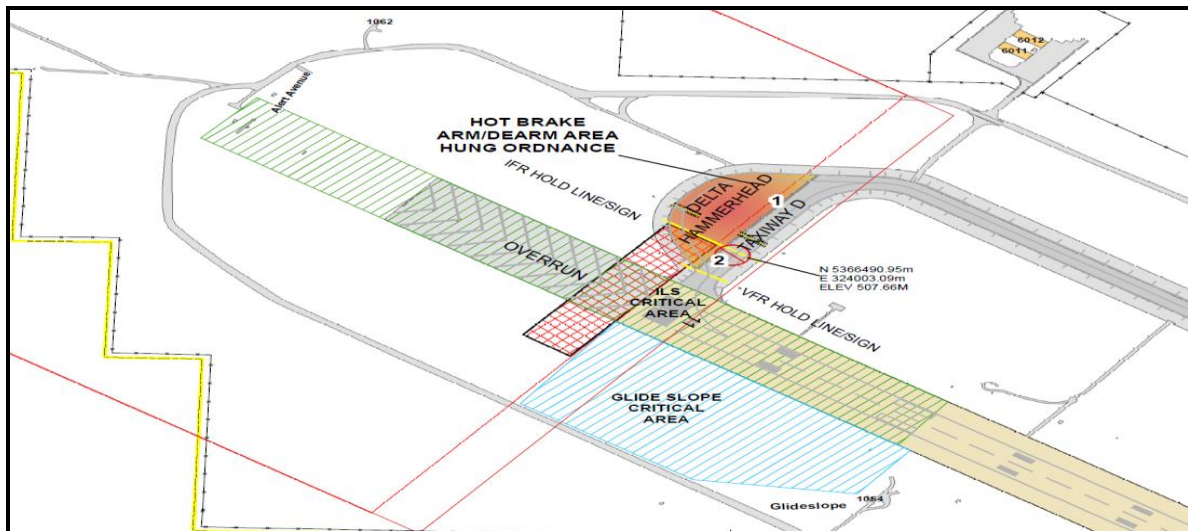


Figure 4. Rwy 11 End.



1.4. Airfield Operating Hours: Minot AFB, to include the Air Traffic Control Tower and Airfield Management Operations (Airfield Management), is open 0600L Monday through 2200L Friday, and 0900L - 1700L on weekends.

## 2. Wind Information.

2.1. Surface winds shall be issued when clearing aircraft for takeoff, when clearing an aircraft to land, touch-and-go, stop-and-go, for low approach, or for the option. The landing runway shall always be restated.



2.2. Wind direction and speed shall be issued from Airfield Automation System (AFAS) Wind Displays. When wind displays are unavailable, wind information contained in the latest weather sequence shall be utilized and shall be prefaced with the term “ESTIMATED”.

2.3. Variable wind criteria shall be issued with wind information when applicable (changes in wind direction of 60 degrees or more when the wind speed is 6 knots or more).

**EXAMPLE:** WIND THREE ONE ZERO AT ONE FIVE, VARIABLE BETWEEN TWO SEVEN ZERO AND THREE FOUR ZERO.

2.4. Wind sensors shall be selected for the approach end of the runway in use unless operational advantage shall result from an alternate setting. Pilots shall be advised if reported winds are from a location other than the approach end of the runway.

**3. Areas Not Visible from the Tower:** The following areas are not visible from the Tower: Defender 2, Med Group, and T-1 Launch Facility.

**4. Runway Selection Procedures:** The Tower Watch Supervisor shall determine the runway in use. Runway 29 is designated as the calm wind runway and should be in use when wind speed is less than 5 knots.

4.1. Tower shall notify Minot Approach, Airfield Management, and the Weather Observer prior to changing the runway in use.

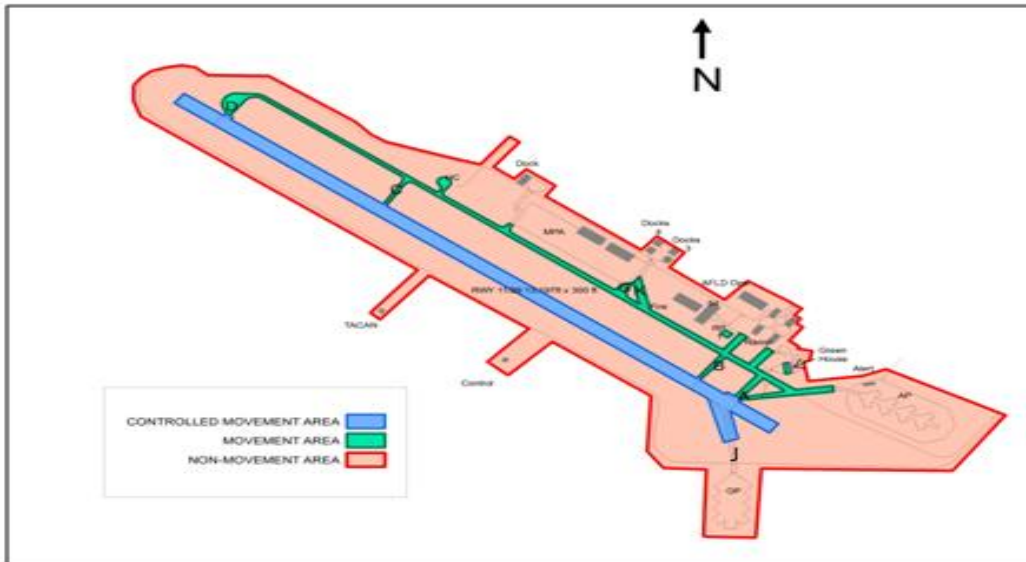
4.2. Airfield Management shall notify Command Post, Fire Department, Transient Alert, and MOC of the runway change.

**5. Movement Areas:** The runway, taxiways and other areas of the airfield which are utilized for taxiing/hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of ramps and parking areas.

5.1. **Controlled Movement Areas (CMA):** The controlled movement area is defined as the runway and overruns, the area extending 100 feet out from each side of the runway and overruns, the taxiway area between the instrument hold lines and the runway on Taxiways Alpha, Delta and Juliet, and the taxiway area between the VFR hold line and runway on all other taxiways. See [Figure 5](#) Vehicle operators and pedestrians **MUST** obtain Tower approval prior to entering the CMA and shall maintain two-way radio contact with the Tower at all times while within the confines of the CMA. CMA entry access/exit procedures can be found in the MAFBI 13-213, *Airfield Driving*.

5.2. **Non-Movement Areas:** Consists of all remaining portions of the airfield and the parking ramps. Control Tower approval is not required for vehicle/pedestrian operations in these areas except as outlined in paragraph 18.1.

5.3. **Airfield Vehicle/Pedestrian Operations:** Vehicles and pedestrians may operate on aprons, ramps, and portions of taxiways not within the CMA without Tower approval. Tower approval **MUST** be received prior to operating within the CMA. For a comprehensive explanation of vehicle/pedestrian airfield driving procedures, refer to MAFBI 13-213.

**Figure 5. Controlled Movement Area**

## 6. Airfield Lighting Systems/Procedures.

6.1. All airfield lighting shall be operated in accordance with FAAO 7110.65, *Air Traffic Control*, with the following exceptions.

6.2. Taxiway lights shall be operated in accordance with FAAO 7110.65 with the following exception: During the hours of darkness and/or periods of snowfall, the taxiway lights shall be turned on when snow removal is in progress or when aircraft towing operations are in effect.

6.3. Sequence Flashing Lights (SFL) shall be operated in accordance with FAAO 7110.65. SFLs shall be turned on prior to aircraft reaching 10 miles from touchdown.

6.4. 5 CES/CEOA shall inspect the airfield lighting systems and report status of outages that require NOTAM issuance to Airfield Management. Airfield Management shall provide a daily update to 5 CES/CEOA of any known outages.

6.5. Tower shall notify Airfield Management of any lighting issues. Airfield Management shall then notify Airfield Lighting of the discrepancies.

6.6. If the Control Tower airfield lighting panel becomes inoperative 5 CES/CEOA shall ensure personnel are available to adjust airfield lights as requested by the Control Tower.

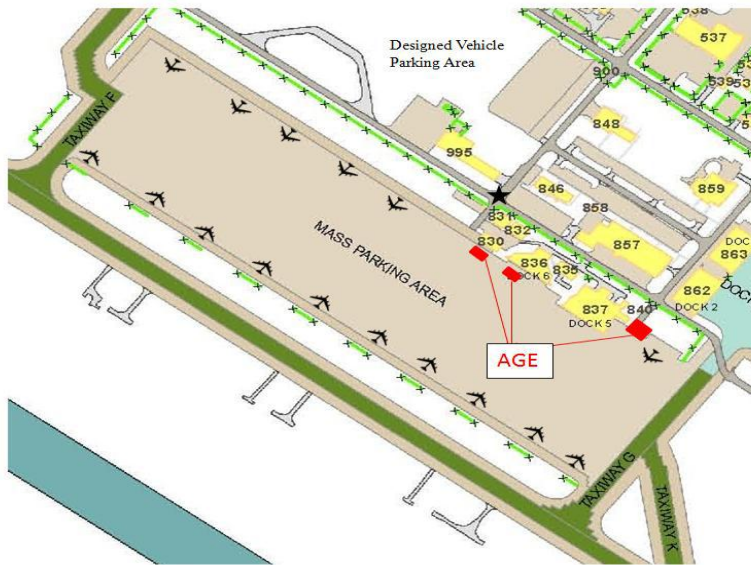
**7. Permanently Closed/Unusable Portions of the Airfield:** Minot AFB does not have any permanently closed or unusable portions of the airfield.

**8. Aircraft Arresting Systems:** Aircraft arresting systems are not installed or available at Minot AFB.

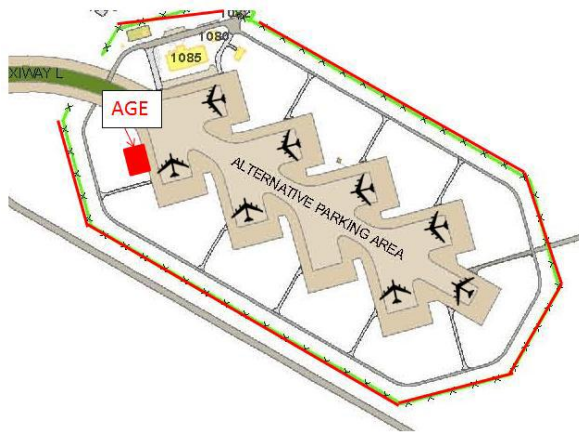
**9. Parking Plan/Restrictions:** Airfield Management is the overall approval authority for aircraft parking and shall utilize this authority to accomplish the 5 BW mission or IAW directives received from the 5 OG/CC. See the Minot AFB Master Aircraft Parking Plan for information. Functional area responsibilities along with specific wingtip clearance and safe jet

blast distance requirements in the parking plan shall be established IAW UFC 3-260-01. All maintenance equipment shall be properly stored when not in use. Ground support equipment may not be in place more than three hours before aircraft arrival or three hours after aircraft departure.

**Figure 6. Mass Parking Apron (MPA) Approved Equipment Storage Area**



**Figure 7. Alternate Parking Apron (APA) Approved Equipment Storage Area**



**10. ATC Frequencies and Local Channelization:** Assigned aircraft and ATC shall use channel numbers when capabilities exist.

**Table 1. ATC Frequencies and Local Channelization**

HF CH#	FQC Y	REMARKS (HF)	UHF CH#	FQCY	REMARKS (UHF)
0	6761	ALT AIR REFUELING	1	278.8	KMIB ATIS-UHF
1	5000	WWV / WWH	2	275.8	KMIB GROUND CONTROL
2	1000 0	WWV / WWH	3	253.5	KMIB TOWER (KMIB)

3	1500 0	WWV / WWH	4	259.1	KMIB DEPARTURE (KMIB)
4	4724	HF GLOBAL (SEC NIGHTTIME)	5	395.0	SINGLE FREQ OPS (1)
5	6739	HF GLOBAL (SEC NIGHTTIME)	6	318.2	SINGLE FREQ OPS (2)
6	8992	HF GLOBAL (PRI)	7	236.825	MINNEAPOLIS ARTCC
7	1117 5	HF GLOBAL (PRI)	8		OPEN
8	1320 0	HF GLOBAL (SEC DAYTIME )	9	311.0	KMIB CP (ALTERNATE)
9	1501 6	HF GLOBAL (SEC DAYTIME )	10	390.575	BOMBER OPS
10		OPEN	11	321.0	RAYMOND 12 / ICEPALACE
11	2182	INTERNATIONAL HF DISTRESS & CALLING FQCY	12	381.1	BELLE FOURCHE
			13	363.8	KMIB ARRIVAL
12	8364	AIR-GROUND EMERGENCY FREQ	14	342.5	MINOT METRO
			15		OPEN--MSN FREQ
			16		OPEN--MSN FREQ
			17		OPEN--MSN FREQ
GUARD 243.0			18		OPEN--MSN FREQ
			19	326.2	CLEARANCE DELIVERY
			20	RESERVE D	HAVE QUICK
			REGIONAL GLOBAL HF SYSTEM STATIONS		
EMERGENCY--8364 & 2182					
			ANDREWS, OFFUTT, WEST COAST, HAWAII,		
			ELMENDORF, PUERTO RICO, LAJES, GUAM		

**11. Navigational Aids (NAVAIDS):** DEERING TACAN (Ch 96), Runway 29 ILS (localizer 109.9, 2.5 degree glide slope), and Runway 11 ILS (localizer 109.9, 2.5 degree glide slope).

11.1. Air Traffic Control and Landing Systems (ATCALS) Response Times: The 5 CS (Radar and ATCALS) personnel are on-duty Monday-Friday 0700-1600 local (excluding holidays) and shall be on-call during all other times. On-duty personnel shall be immediately available to respond to outages/impairments from their primary duty location. On-call personnel can be contacted using the ATCALS stand-by phone number and shall respond to equipment outages within one hour of notification.

11.2. NAVAID Preventive Maintenance Inspection (PMI): No-NOTAM Preventive Maintenance times are published in the IFR Supplement. Changes to published times must be approved by the 5 OG/CC and shall be disseminated via NOTAM until updated in the IFR Supplement. Refer to the Airfield Systems and Airfield LOA for establishment of No-NOTAM PMI times (a copy of this document can be requested from the Airfield Operations Flight).

**12. Auxiliary Power Generators:** The 5 CES Power Production Shop shall obtain Tower approval prior to performing a preventive maintenance generator run on any of the following

facilities: Control Tower, Runway 11/29 ILS Localizer, Runway 11/29 ILS Glideslope, TACAN, and Ground to Air Transmit and Receive (GATR) Site. **Note:** All Minot AFB ATCALS facilities are equipped with auto start auxiliary generators or battery backups.

**13. Transient Alert:** Transient Alert services are available from 0730L – 1730L Monday through Friday. Fleet service is not available, see the IFR Supplement for Transient Alert services provided. The 5 MXG/CC is the approval authority for Transient Alert operations outside of normal duty hours.

**14. Automatic Terminal Information Service (ATIS) Procedures:** Minot AFB ATIS shall be broadcast when the 5 BW, tenant organization aircraft, and transient aircraft are flying.

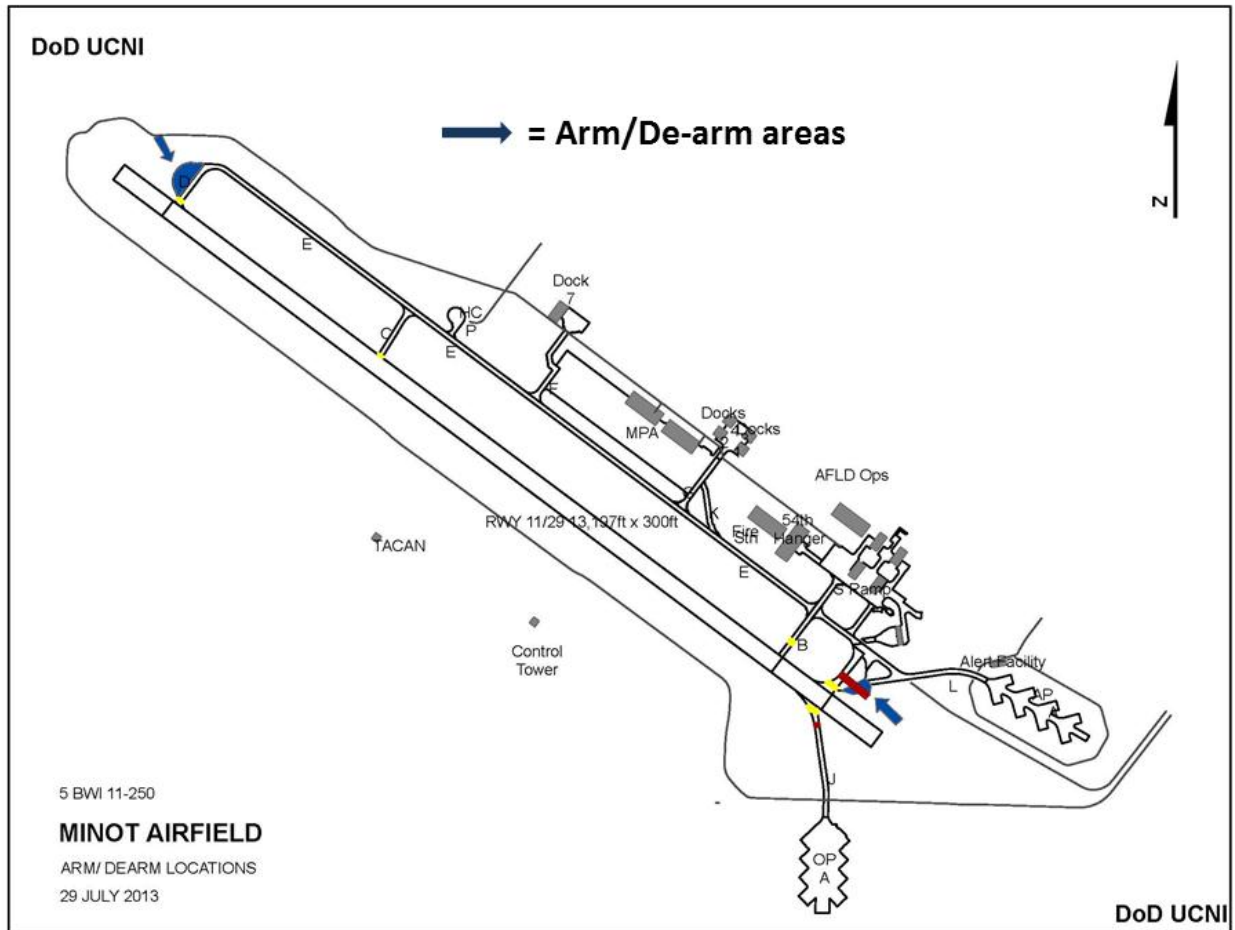
14.1. In addition to weather information, the ATIS shall broadcast runway status, Runway Condition Readings (RCR), Runway Visual Range (RVR), airfield advisories, weather advisories, weather warnings, and other pertinent information when appropriate. Specific ATIS procedures are outlined in the 5 OSS/OSAT OI 13-204, *Air Traffic Control Operations*.

14.2. ATC may issue the statement "DUE TO RAPIDLY CHANGING WEATHER CONDITIONS, CONTACT MINOT TOWER FOR CURRENT LANDING AND WEATHER INFORMATION" on the ATIS when rapidly changing weather conditions exists. When this statement is included on the ATIS, the Control Tower shall notify Approach.

**15. Aircraft Special Operations Areas/Ramps.**

15.1. Authorized Arm/De-arm Areas: Taxiway Alpha and Delta are identified for use as arm/de-arm locations for with Class/Division (C/D) 1.1, 1.2, 1.3 and 1.4 explosives only. Aircraft with forward firing ordinance shall position with weapons pointed away from parking areas, other aircraft and buildings.

Figure 8. Arm/De-Arm Locations



**15.2. Engine Test/Run-Up Areas and Procedures:** Aircraft engine test/run-ups shall be accomplished in accordance with AFI 11-218, *Aircraft Movement and Operation on the Ground*, appropriate supplements, and this instruction. Engine test/runs are not authorized on parking spot M-1. Engine runs on spot B-16 are restricted to 80% power. All other parking spots are unrestricted for engine test/runs.

15.2.1. If the Control Tower observes an unauthorized engine start or taxi, they will contact the 5th Maintenance Operations Center (MOC) and implement procedures in section 59 if required. If an aircraft is observed moving and two-way radio contact cannot be established, the Control Tower will implement anti-hijack procedures. When the Control Tower is closed, MOC will handle requests for engine runs and tows.

**15.3. Transient Aircrew:** Coordinate run-up locations and power settings with Airfield Management.

**15.4. Unmanned Aerial System (UAS) Operations Procedures:** UAS operations are not authorized at Minot AFB.

**16. Drag Chute Jettison Procedures:** When winds permit, drag chutes shall not be jettisoned on the runway. Pilots dropping chutes shall notify the Tower of the jettison location. Tower shall forward the information to Airfield Management, Transient Alert or MOC for recovery.

16.1. Taxiways Alpha, Bravo, Charlie and Delta are designated as Drag Chute Jettison Areas.

16.2. When turning off the runway, pilots shall use sufficient power to prevent chutes from contacting the runway or taxiway lights.

16.3. If a chute is jettisoned on the runway, the pilot shall immediately notify the Control Tower and advise if the jettison was intentional, unintentional, or a jettison malfunction.

16.4. Tower shall suspend runway operations for all chute jettisons on the runway.

**Note:** All chute jettisons on the runway will require a FOD check by Airfield Management personnel prior to resuming runway operations.

**17. Hot-Pit Refueling Areas:** Hot-pit refueling areas are not available.

**18. Aircraft, Trailer and Equipment Towing Procedures:** Tow operations shall be accomplished in accordance with AFI 11-218 and MAFBI 13-213, *Airfield Driving Program*.

18.1. **Aircraft Towing Procedures:** MOC shall notify Tower of pending tow operations on the airfield, stating the type aircraft, tail number, starting point, and destination.

18.1.1. Tow vehicle operators shall obtain approval from the Control Tower via the Ramp Net prior to conducting aircraft towing operations on any taxiway. The vehicle operator shall remain in direct radio contact with the Control Tower at all times.

18.1.2. Control Tower approval is not required for repositioning aircraft within the MPA, APA, OPA, Sierra Ramp, DV Raamp, HCP, and Helicopter parking area or nose docks.

18.2. **Trailer and Equipment Towing Procedures:** Tow vehicle operators shall obtain approval from the Control Tower via the Ramp Net prior to conducting trailer, or equipment towing operations on any taxiway. This includes munitions towing operations. The vehicle operator shall remain in direct radio contact with the Control Tower at all times.

**19. Aircraft Engine Starts**

19.1. Aircrew shall contact Ground Control for approval prior to starting engines. On initial contact, advise Ground Control of call sign, number of aircraft, parking location and verification of ATIS.

19.2. When the control tower is closed, aircrew shall contact Command Post for engine starts. For 54 HS uncontrolled operations, the SOF will contact Command Post in accordance with internal procedures.

**20. Aircraft Taxiing Requirements:** Aircrew shall contact Ground Control for approval and taxiing instructions prior to taxi.

**21. Airfield Maintenance:** Airfield maintenance crews shall coordinate with Airfield Management before any work shall be conducted on the airfield. Work crews shall properly mark works zones and ensure a sweeper is in the area prior to starting and during construction operations to mitigate a potential FOD hazard to aircraft operations.

**22. Airfield Mowing Operations:** Airfield Mowing will be conducted IAW MAFBI 91-212, *Bird and Wildlife Aircraft Strike Hazard (BASH) Program*, and AFPAM 91-212, *Bird and*

*Wildlife Aircraft Strike Hazard (BASH) Management Techniques.* Airfield Management shall issue appropriate NOTAMs and notify all agencies prior to mowing operations on the airfield.

**22.1. Airfield Sweeper Operations:** The sweeper operator shall contact Airfield Management each morning prior to any sweeping assignments. Sweeper requests must be coordinated through Airfield Management at 723-2347. Airfield Management coordinates/requests and directs sweeper activities throughout the airfield. The sweeper schedule is as follows:

22.1.1. Monday through Friday (during weekends and holidays the sweeper is on-call): Active runway and taxiways are the priorities.

22.1.2. Monday, Wednesday and Friday: MPA, DV Ramp, Helicopter Parking Area, and Sierra Ramp

22.1.3. Tuesday: APA, Weapons Storage Area (WSA), transport route

22.1.4. Thursday: OPA and the HCP

22.1.5. Friday: Flight Line Drive, main access roads and ramp between docks 1, 2, 3, and 4.

22.2. 5 CES/CEOHP shall suspend airfield sweeping operations at temperatures below 32 degrees Fahrenheit. Exceptions to this are normally limited to IFEs. Sweepers are stored for the winter starting approximately 1 Nov and availability shall be limited. During winter months, snow brooms shall be used instead of sweepers.

## **23. Runway Surface Condition (RSC)/Runway Condition Reading (RCR) Values**

23.1. RCR Equivalent values to braking action:

02 – 05 = NIL

06 – 12 = POOR

13 – 18 = FAIR

19 – 25 = GOOD

23.2. RSC Abbreviations:

WR – Wet Runway

IR – Ice on Runway

SLR – Slush on Runway

PSR – Packed Snow on Runway

LSR – Loose Snow on Runway

/P – Patchy

23.3. After determining the RCR/RSC, Airfield Management shall forward the current RCR/RSC to the Control Tower, SOF, Command Post, Snow Control, and Base Weather as soon as possible and as outlined by their locally-developed checklist. The Control Tower shall forward the RCR/RSC reading to Minot Approach.

23.4. When the runway RCR value is lower than 12, Airfield Management shall report runway RCRs with an overall value as well as breaking it down into thirds as listed below.

APPROACH is the first 4,000 feet.

MID is the middle 5,000 feet.



DEPARTURE is the last 4,000 feet.

EXAMPLE: “Runway 29 IR (ICE ON RUNWAY) RCR 11. **APPROACH** one zero, **MID** one two, **DEPARTURE** one one.” (The RCR is computed by the mean of the RCR values for each third of the runway).

23.5. No RCR/RSC shall be reported during times of airfield closure. Airfield Management shall report the current conditions to 5 BW/CP and MOCC prior to closing the airfield.

**24. Procedures/Requirements for conducting Runway Checks:** Airfield Management shall perform a comprehensive airfield check at the beginning of each duty shift, prior to the first departure of the day, and multiple periodic airfield checks throughout the course of the day.

24.1. Airfield Management is the only agency that can give the official airfield status report.

24.2. The current airfield status shall include all required items IAW AFI 13-204V3. AM personnel shall relay information to the Tower prior to opening. Additional agencies shall be notified via landline if the airfield is not already open.

24.3. Airfield Management shall perform airfield checks IAW AFI 13-204V3.

24.3.1. Airfield checks will be conducted at a minimum every two hours.

24.3.2. Airfield Checks will also be accomplished 90 minute prior to the Estimated Time of Departure (ETD) or Estimated Time of Arrival (ETA) of an aircraft when the RSC/RCR could change to WET, SNOW, SLUSH, or ICE COVERED (i.e. snow removal in progress, snow currently falling, freezing temperatures, fog present). Airfield Management will remain on the airfield until the aircraft arrives/departs.

24.4. If the Control Tower deems that a runway/taxiway check is required, Airfield Management shall be notified as soon as possible. The Control Tower shall coordinate with Airfield Management when suspending aircraft operations in the affected area until Airfield Management completes the check. If normal operations cannot be immediately resumed following the check, Airfield Management shall close the affected area and issue a NOTAM, as appropriate.

24.5. Airfield Management shall perform a runway FOD check after the first touch-and-go landing or full stop landing (whichever comes first) for any returning sorties that attempted release of any external lanyard-type weapons IAW AFI 11-2B-52, Vol 3\_5 BWSUP1, *B-52—Operations Procedures*. Wing Scheduling shall annotate the local flying schedule with “Runway Check Required” for all sorties requiring a runway check upon recovery.

## **25. Noise Abatement Procedures**

25.1. Aircraft shall not operate over the Minot AFB housing area. There are no nighttime restrictions for noise abatement at Minot AFB.

### **25.2. Ceremonial Quiet Hour Requests**

25.2.1. The term “quiet hours” is used to denote a period of reduced aircraft noise levels at Minot AFB. Operations permitted during quiet hours are dependent on the type of ceremony being conducted.

25.2.2. When directed by 5 OG/CC, the Control Tower shall minimize aircraft movement within the confines of the base.

25.2.3. Requests for quiet hours shall be forwarded to the Airfield Operations Flight Commander no later than 10 days prior to the requested date. The Airfield Operations Flight Commander shall coordinate with the 5 OSS/CC, 91 OG/CC and 5 OG/CC as needed. The Quiet Hours request form can be found in Attachment 2. Factors to consider include the proximity of the movement to the event, the type of movement and aircraft involved, and whether the event is indoors or outdoors. Requestors should expect a 15-minute buffer to be added to both the beginning and end of their request.

25.2.4. The following denotes the quiet hour categories:

25.2.4.1. Category 1: Operations are suspended; aircraft and helicopters cannot take-off, land, taxi, perform engine starts, engine test operations, ground equipment (AGE) test operations or to be towed; restrictions also include: towing support equipment, air munitions or fuel truck operations.

25.2.4.2. Category 2: Aircraft test, AGE or engine test operations not to exceed “idle power” are authorized; all aircraft take-offs, landings, and taxi operations are prohibited.

25.2.4.3. Category 3: Routine support aircraft operations are in effect. Aircraft take-offs are suspended; aircraft returning to Minot will be required to recover from a straight-in approach to “full stop landing” only. Over-flights and practice approaches are prohibited.

### 25.3. During Designated Quiet Hours

25.3.1. As a general policy, ATC shall terminate/deny all departures and practice approaches, disapprove all aircraft requests for taxi clearance, and deny requests for engine runs based upon the quiet hour category requested. 54 HS helicopters are able to depart if responding to: security situation, PL-1 convoy or SAR/MEDEVAC.

25.3.2. Airfield Management and CE shall determine on a case-by-case basis if breaks in airfield construction are necessary, based on the noise level of the construction being accomplished and the location relative to the quiet hours event.

25.3.3. The event POC shall call the Airfield Operations Flight Commander immediately after the conclusion of the event in order for Airfield Management to cancel local NOTAMs and resume operations. Only the 5 BW/CC, 5 OG/CC, 5 OSS/CC, or 5OSS/DO can terminate quiet hours.

25.3.4. Airfield Management shall issue a local NOTAM describing quiet hours including limited restrictions.

**26. Restricted/Classified Areas on the Airfield:** The red lines on aircraft parking ramps indicate restricted areas. These areas are considered active when aircraft are parked within the confines of the marked restricted area. Entry into restricted/classified areas is only authorized via designated Entry Control Points (ECPs) and with appropriate restricted area badges. The Mass Parking Area (MPA), Alternate Parking Area (APA) and Overflow Parking Area (OPA) have Entry Control Points (ECPs).

**27. Procedures for Suspending Runway Operations:** Airfield Management or Tower may suspend runway operations when any unsafe runway conditions are observed or reported.

**Note:** Only Airfield Management personnel can resume runway operations following a suspension, once they have physically checked the area. The OG/CC or representative (SOF) may wave this check with the understanding that they are accepting responsibility for the safety of the landing surface.

**28. Procedures for Opening/Closing the Runway:** Airfield closures and restrictions shall be processed IAW AFI 13-204V3. Procedures for opening or closing the runway shall be IAW local checklists outlined in the Airfield Management Operating Instruction (AMOI) and Air Traffic Control Operating Instruction (ATC OI). Airfield Management is the only agency that can open or close an airfield. For the airfield to be considered open, both Airfield Management and the Control Tower must be on duty.

28.1. For operations outside of published FLIP operating hours, the airfield will open 1 hour prior to the first takeoff or 1 hour prior to an arrival.

28.2. The airfield will remain open 30 minutes after the last takeoff when operating outside of normal hours. In the event of a recall, both facilities shall be operational within 1 hour of notification.

**29. Protection Precision Approach Critical Areas:** Criteria outlined in AFI 13-204, V3, and FAAO 7110.65 shall be used to protect the precision approach critical areas identified below.

29.1. **Glide Slope and Localizer Precision Approach Critical Areas:** Instrument hold lines are designated on Taxiways Alpha and Juliet to protect the Runway 29 glide slope critical area and Runway 11 localizer critical areas. See [Figure 3](#) and [4](#).

29.2. **Precision Obstacle Free Zone (POFZ):** The POFZ is an 800 feet wide by 200 feet long rectangular area centered on the runway centerline, beginning at and extending outward from the threshold, designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when the ceiling is less than 300 feet, or visibility is less than  $\frac{3}{4}$  statute mile (or runway visual range below 4,000 feet). See [Figure 3](#) and [4](#).

### **30. Civil Aircraft Operations**

30.1. Civil aircraft operating at USAF airfields must comply with procedures in AFI 10-1001, *Civil Aircraft Landing Permits*, AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*, and AFI 10-1003, *Use of Air Force Installations for Non-Government Business by Civil Air Carriers Participating in the Civil Reserve Air Fleet (CRAF) Program*.

30.2. Civil aircraft are authorized to conduct practice approaches at Minot AFB, provided there is no delay to military aircraft. IAW AFI 10-1001, Air Force airfields are available for use by civil aircraft so far as such use does not interfere with military operations or jeopardize the military utility of the installation. Access will be granted on an equitable basis. Air Force requirements take precedence over authorized civil aircraft use. This instruction carries the force of US law, and exceptions are not authorized without prior approval from the Civil Aviation Branch, Bases and Units Division, Directorate of Operations, (HQ USAF/XOOBC), 1480 Air Force Pentagon, Washington DC 20330-1480. Proposed exceptions or waivers are evaluated as to current and future impact on Air Force policy and operations.

**30.3. Civil Use of Military NAVAIDS/Air Traffic Control Landing Systems (ATCALs):** There are no NAVAIDS on Minot Airfield that are part of the National Airspace System.

**31. Airspace Letters of Agreement/Letters of Procedure/Operations Letters Airspace and Controlling Agencies:** All Letters of Agreement, Letters of Procedure and Ops Letters that pertain to airspace, ATC or airfield operations procedures will be kept on file in the Airfield Ops file plan and library in Airfield Management. These will be reviewed annually with applicable base agencies IAW AFI directives. ATC at MAFB is provided by the following agencies:

31.1. Minneapolis Air Route Traffic Control Center (ARTCC): IFR traffic above flight level (FL) 230.

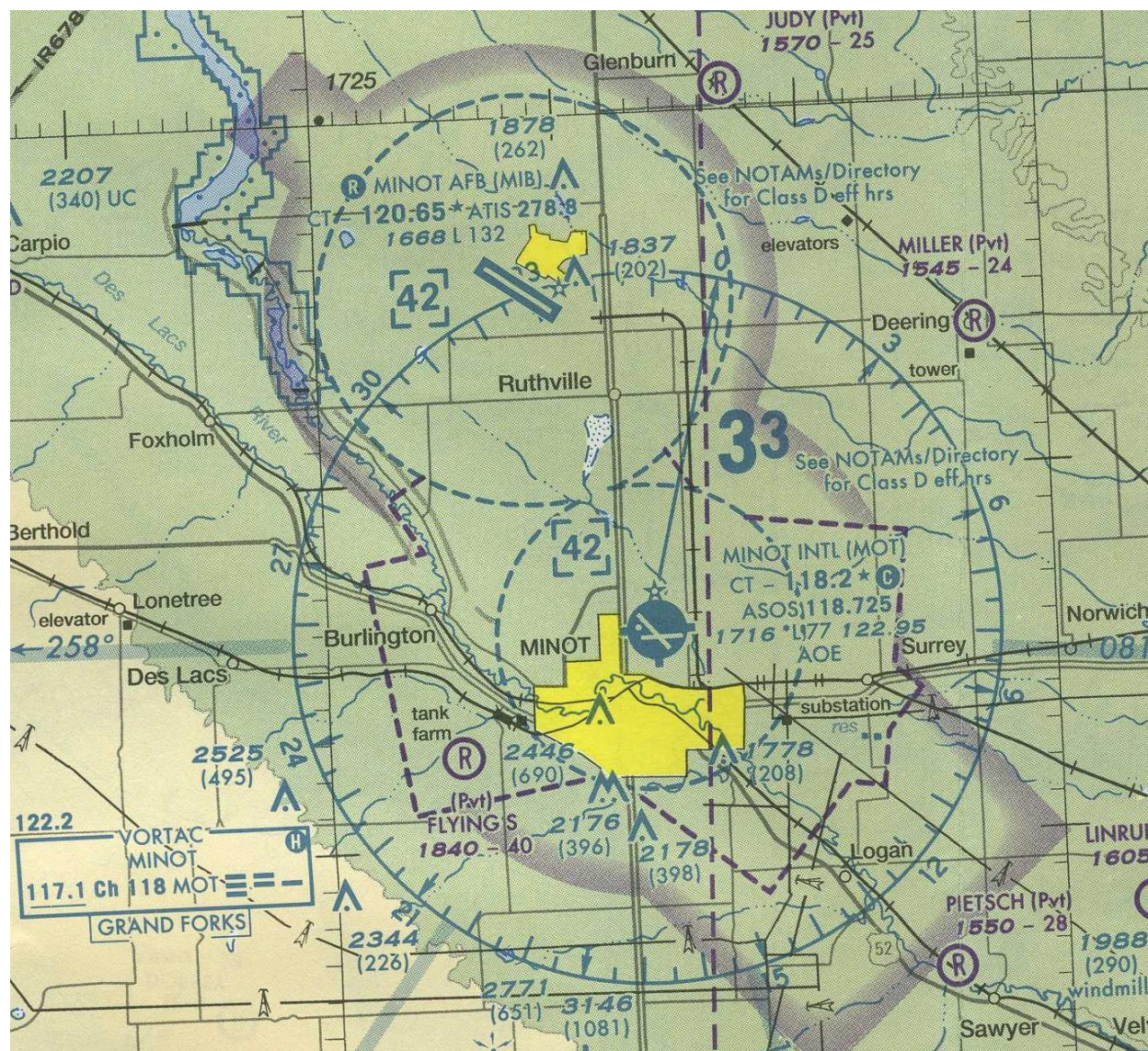
31.2. RADAR Approach Control service is provided by Minot Approach; Minneapolis ARTCC delegates Minot Approach responsibility for the control of IFR/VFR/special VFR (SVFR) aircraft operating at or below FL 230 and within the lateral limits of points “Alpha” through “Foxtrot.”

**Figure 9. Minot Approach Airspace**

Radial and DMEs are taken off of Deering TACAN.

31.3. MAFB Control Tower: Provides VFR ATC service within the Class D airspace. MAFB Class D Airspace is a 5.6 NM circle from the center of the runway, up to and including 4200’ MSL. Two-way radio communications with ATC is required prior to entering and while in the Class D airspace. The Control Tower shall pass all initial departure and final arrival times for helicopter operations to Airfield Management.

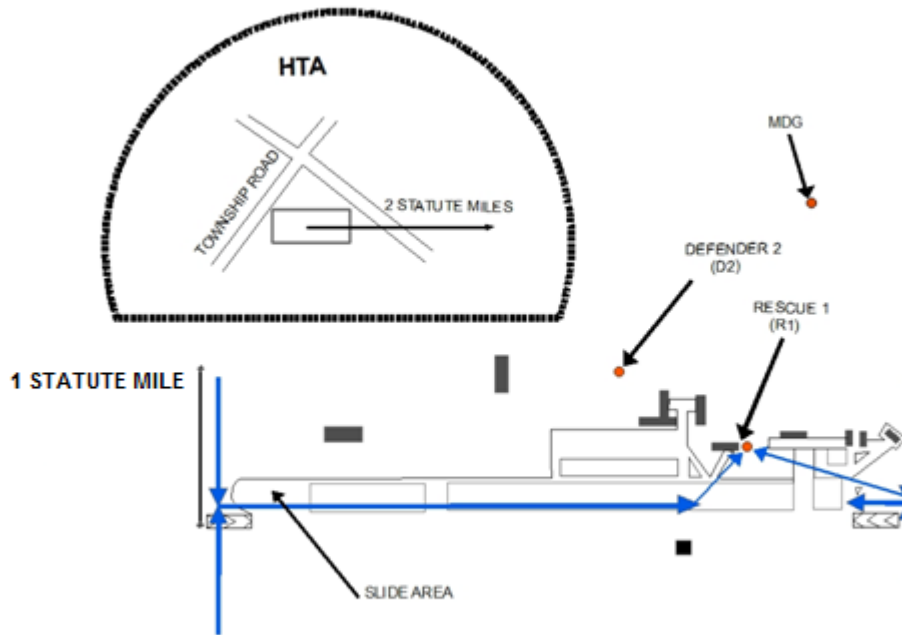


**Figure 10. Minot AFB And Minot International CLASS D Airspace**

31.4. The Helicopter Training Area is considered a VFR local training area.

**Figure 11. Helicopter Traffic Pattern/Landing Areas/Test Area**

HTA 2,400 Feet MSL and below



### *Section B—VFR Procedures*

**32. VFR Weather Minima:** VFR weather minimums in the MAFB local flying area are IAW AFI 11-202, Vol 3. To conduct VFR flight, the reported weather must be at least a 1,500' AGL ceiling and 3 statute miles (SM) visibility for fixed wing aircraft. For helicopters to conduct VFR flight, the reported weather must be at least a 1,000' AGL ceiling and 3 statute miles (SM) visibility.

32.1. Aircraft requesting to depart VFR shall notify the Control Tower on initial contact with the intended direction of flight and if radar flight following is desired.

**33. Simulated Flame Out Procedures:** Simulated flameout approaches and other practice precautionary approaches are not authorized at Minot AFB. Any aircraft, however, may make precautionary approaches when engine failure is considered possible; see FAA JO 7110.65 para 3-10-13. **Note:** Arresting systems are not available at Minot AFB as referenced in para 8.

### **34. VFR Entry Procedures:**

34.1. If radar service is not used/available, pilots shall contact Tower with the ATIS code prior to entering the Minot AFB Class D airspace and state intentions.

34.2. Unless otherwise advised by the Tower, fixed-wing aircraft shall enter Minot AFB Class D airspace at traffic pattern altitude and fly a 45-degree entry leg to downwind or enter via initial.

**35. Opposite Direction Procedures:** The following minima apply to fixed wing aircraft operating under IFR and VFR:



35.1. Arrival versus Arrival: An arrival shall not proceed closer than 10 mile final until the opposing arrival inside of 10 miles has made a full stop, or executed missed approach, climbed out, and turned away from the final approach course.

35.2. Arrival versus Departure: An arrival shall not proceed closer than 10 mile final from the time an opposing departure is released, airborne, and turned away from the final approach course.

35.3. Departure versus Arrival: A departure shall not become airborne from the time an opposing arrival reaches 10 mile final, lands, or executes a missed approach and climbs out.

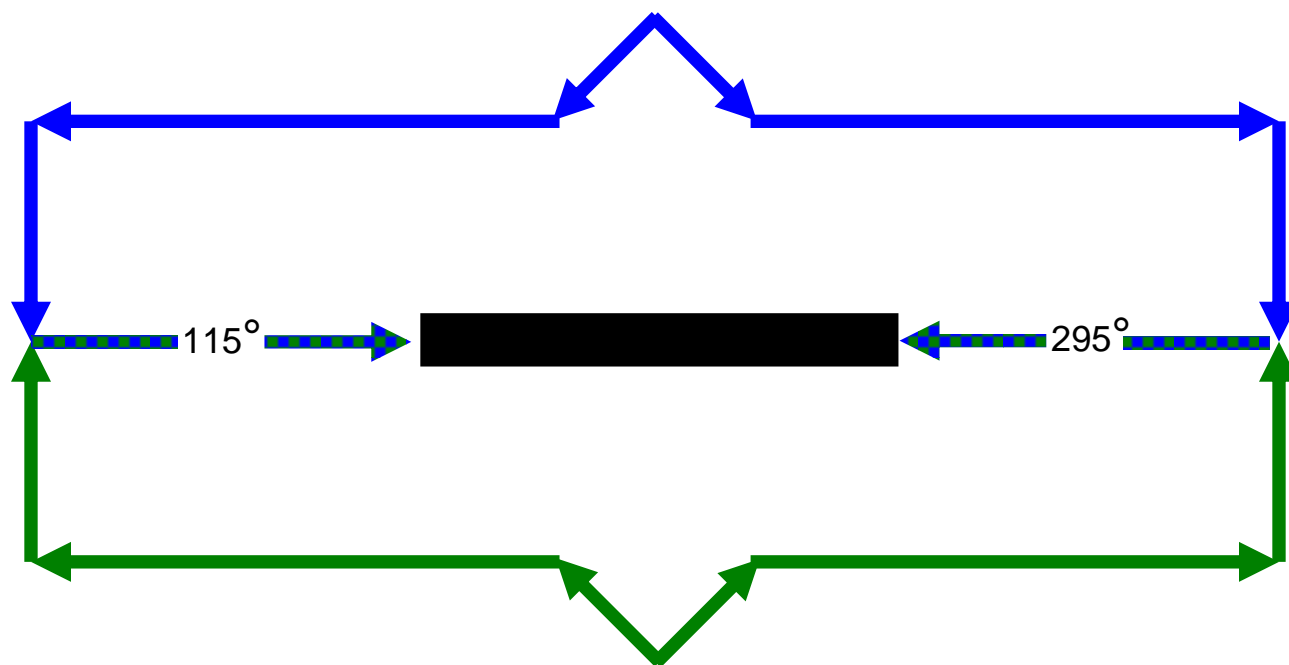
### 36. VFR Pattern Guidelines and Procedures:

#### 36.1. Rectangular Traffic Pattern

36.1.1. The rectangular traffic pattern shall normally be entered using a 45 entry to downwind. Traffic pattern altitude is 2,900' MSL. Use of the rectangular pattern is based on a reported ceiling at or above 1,700' AGL and 3 SM visibility. The use of left or right closed traffic is permitted as directed by ATC for both Runway 29 and 11. See **Figure 12**.

36.1.2. Turns to crosswind leg shall not be made prior to the departure end of the runway, unless otherwise approved by ATC.

**Figure 12. VFR Rectangular Pattern**



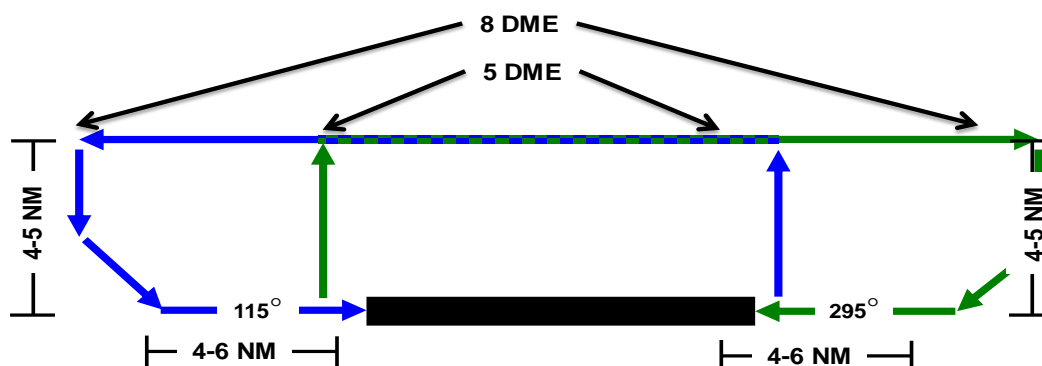
#### 36.2. B-52 Outside Straight-In Pattern:

36.2.1. The outside straight-in pattern is flown at 2,900' MSL north of the runway with a 4-6 NM turn to final. See **Figure 13**.

36.2.2. Aircrews requesting this pattern must contact Minot Tower for an “outside straight-in.”

36.2.3. Aircrews must obtain specific approval from Minot Tower if requesting a “no flap” pattern.

**Figure 13. B-52 Outside Straight-in Pattern**



### 36.3. Overhead Traffic Pattern

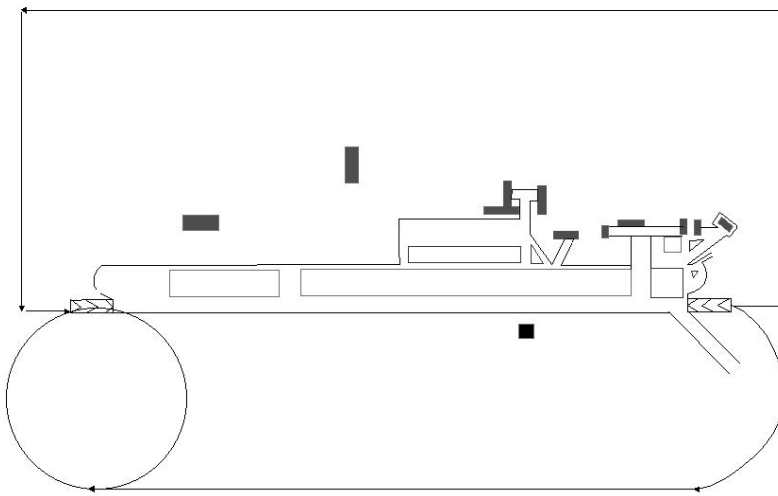
36.3.1. The overhead traffic pattern is 3,400' MSL with a left break only for Runway 29 and a right break only for Runway 11. The overhead pattern is open when there is a reported ceiling at or above 2,200' AGL and 3 SM visibility.

36.3.2. VFR entry to initial shall be made only after Control Tower approval. Aircraft shall report entering a 5-mile initial unless otherwise instructed by the Control Tower.

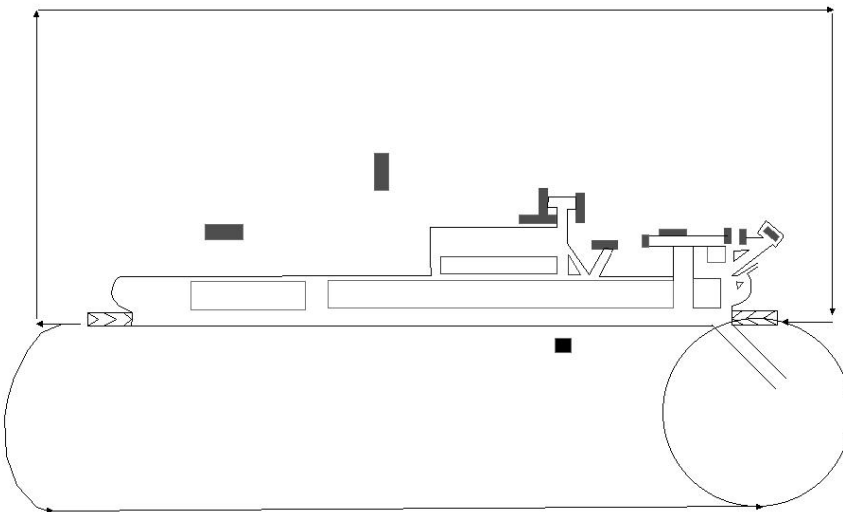
36.3.3. Aircraft being radar vectored for the overhead pattern shall be instructed to contact the Control Tower no later than 8 miles from the airfield after reporting the runway in sight to the radar controller. IFR or basic radar service shall be provided to aircraft conducting overhead approaches until aircraft reaches initial.



### Figure 14. Overhead Runway 11



### Figure 15. Overhead Runway 29



**36.4. Protection of Overhead Traffic Pattern:** When aircraft are utilizing the overhead traffic pattern, the Control Tower shall ensure that any departing aircraft remain at or below 2,900' MSL until departure end of the runway to ensure protection of the overhead pattern.

**36.5. Unusual Maneuvers:** The 5 OG/CC, or designated representative, is responsible for approving unusual maneuvers in Minot AFB Class D Airspace (aerial demonstrations, high-speed passes, etc).

**36.6. Tactical Arrivals/Departures:** For tactical arrivals, see ARDA procedures paragraph 42. Departure procedures are not utilized at Minot AFB.

**36.7. Reduced Same Runway Separation Procedures:** Reduced Same Runway Separation Procedures do not apply at Minot AFB.

### **37. Radar Traffic Pattern**

37.1. Minot Arrival airspace boundaries consist of a parallel line two miles south of the runway and a 20 mile arc north of the runway surface to 6,000' MSL.

37.2. Fixed wing aircraft being vectored in the radar traffic pattern shall normally be on a downwind 6 miles north of and heading parallel to the runway. Base leg headings shall normally be issued between 10-15 miles from the airport on a heading that is 90 degrees off the runway heading. Dogleg headings shall be issued to give the aircraft a 30 or less intercept angle to final approach (Attachment 7).

37.3. Helicopter rectangular radar traffic patterns shall be conducted in the same manner as paragraph 36.2., with the exception that the downwind can be established three miles north of the runway if coordinated between Approach and Control Tower. Base turn shall be issued between 7-9 miles from the airport.

37.4. All portions of the radar traffic pattern shall normally be flown at 4,000' MSL unless otherwise directed by ATC or requested by the pilot and approved by ATC.

37.5. During periods when the radar is not operational, multiple practice approach patterns may be denied. Aircrew should expect to fly multiple practice approaches only in those situations where they are absolutely required (i.e. check rides). Under normal circumstances with a radar outage, aircrew can expect to fly one approach to a full-stop. Aircrew should expect to be given radials to the initial approach fix and to fly the full approach. No vectors shall be provided. Depending upon traffic, including traffic at Minot International Airport, holding instructions may be issued.

### **Figure 16. Arrival Airspace**

### **38. Breakout/Missed Approach/Go-around and Local Climbout**

38.1. All aircraft executing an IFR approach and remaining in the radar pattern will be instructed to fly runway heading, climb and maintain at or below 2,900' MSL until departure end of runway, then climb and maintain 4,000' MSL. Locally assigned aircraft will be instructed to, "EXECUTE LOCAL CLIMBOUT."

38.2. Standard go-around shall be used by aircraft 6 miles or less from the runway. Base assigned aircraft shall be issued, "EXECUTE LOCAL CLIMBOUT" unless otherwise coordinated. Transient aircraft shall be issued "FLY RUNWAY HEADING, MAINTAIN AT OR BELOW 2,900 UNTIL DEPARTURE END, THEN CLIMB AND MAINTAIN 4,000."

38.3. An aircraft outside of 6 miles that is unable to complete the approach is a "Breakout." The Tower and DATCF shall verbally coordinate the breakout instructions. Aircraft shall be issued, "(AIRCRAFT CALL-SIGN), APPROACH/LANDING CLEARANCE CANCELED, (ATC INSTRUCTIONS AND REASON)." Aircraft shall acknowledge instructions as soon as possible with ATC.

### **39. Lost Communications**

39.1. While in the radar pattern, if no transmissions are received for one minute, the aircraft shall attempt contact on 363.8 UHF or 119.6 VHF. If no response is received, squawk 7600 and proceed VFR. If unable to maintain VFR, climb to 6,000' MSL, intercept the Minot AFB (MIB) 15 Distance Measuring Equipment (DME) arc to final and proceed with a published instrument approach procedure. If on final, outside the final approach fix or turning to final, maintain the last altitude assigned by the controller until established on the appropriate segment of the approach procedure. If on final, inside the final approach fix and unable to proceed visually, execute a missed approach.

39.2. Departures: If radio communications cannot be established by 30 miles from the MIB TACAN, aircraft desiring to return to Minot AFB will squawk 7600, maintain an altitude of 14,000' MSL and proceed direct MIB TACAN. Aircraft shall then track out on the MIB 022 radial to TUBES and hold as published. When the aircraft is ready for the approach, it shall IDENT and start descent to 6,000' MSL in holding. When reaching 6,000' MSL, the aircraft shall execute either the ILS or TACAN to the runway from which it departed.

39.3. Arrivals: If radio communications cannot be established by 20 miles from the MIB TACAN, aircraft will squawk 7600, maintain the last assigned altitude and proceed direct the MIB TACAN. Aircraft shall then track outbound on the MIB 022 radial to TUBES and hold as published. When the aircraft is ready for the approach it shall IDENT and start descent to 6,000' MSL in holding. When reaching 6,000' MSL, the aircraft shall execute either the ILS or TACAN to the runway from which it departed.

#### **40. Helicopter Procedures**

40.1. **Avoidance Areas:** Helicopters shall not operate over the Minot AFB housing area, the WSA adjacent to the APA, the munitions storage area adjacent to the Runway 11 approach end, the Combat Arms Training Maintenance (CATM) facility or the grenade firing range, unless directed by ATC. When using the North Corridor arrival/departure, remain over the drainage ditch for noise abatement and potential forced landing areas. Avoid overflight of the MPA and the APA. Avoid overflight of the OPA and Taxiway Juliet when aircraft are parked there.

40.2. **Taxiway Echo Operations:** Taxiway Echo is a high-density aircraft and uncontrolled vehicular transit area (uncontrolled movement area). To enhance safety in the area, helicopter operations should be limited to the time necessary for safe aircraft arrival and departure. Helicopter aircrews shall exercise extreme caution when operating to/from Taxiway Echo and remain vigilant of vehicles at all times.

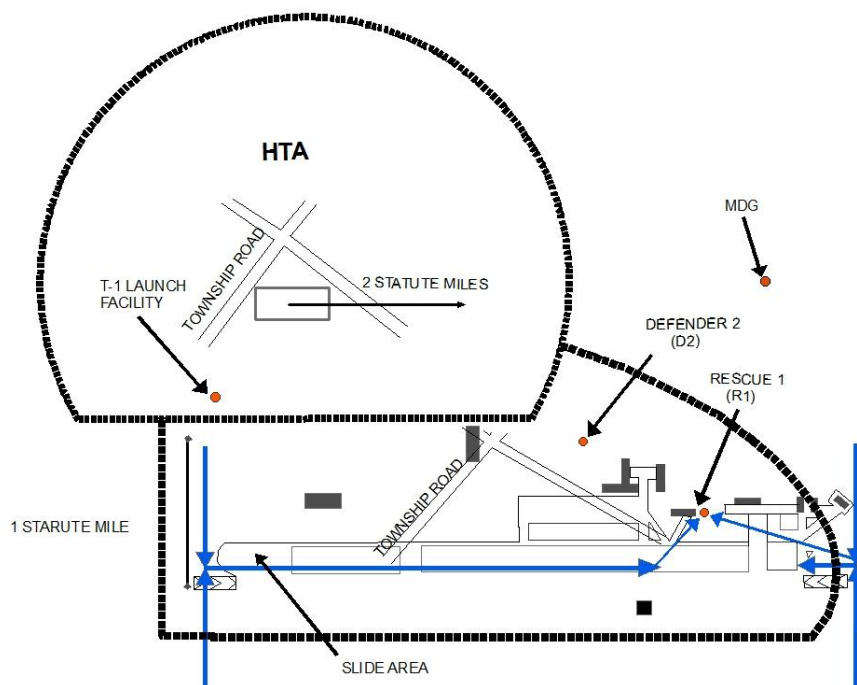
40.2.1. The Control Tower shall notify MOC when unaided night helicopter operations are in progress on Taxiway Echo.

40.2.2. The Control Tower shall advise helicopter pilots of known vehicular traffic to include 5 MXS trailer operations. Trailer operations entail munitions being moved on Taxiway Echo. Restrictions apply because the vehicles used to tow the munitions cannot turn around on Taxiway Echo.

#### **40.3. Helicopter Operational Sites**

40.3.1. There are six helicopter operational sites established in accordance with AFTTP 3-3.H-1. They are: the Helicopter Training Area (HTA), Rescue 1 (R1), Defender 2 (D2), the Greenhouse, the 5th Medical Group operational site, and area around T-1.

**Figure 17. Helicopter Operational Sites**



40.3.2. The 54 HS assumes operational responsibility while conducting operations within the operational sites located within the Minot AFB boundaries. The Control Tower shall provide traffic advisories, as required, for other air traffic around the Helicopter Operational Sites. ATC is not responsible for separation between two or more helicopters in the vicinity of the Helicopter Operational Sites. Pilots must receive Control Tower approval to extend any of the lateral or vertical limits of any Helicopter Operational Site.

40.3.3. When operating in the Helicopter Operational Sites, aircraft shall remain on the Control Tower frequency unless otherwise approved by the Control Tower. Control Tower approval is required prior to entering or departing any Helicopter Operational Site.

40.3.4. The HTA is located directly north of the small arms range, south of Township Road, east of the sewage lagoon, and west of Firing Lane. The airspace boundaries are defined as follows: within a two statute mile radius of the center of the slide area excluding the area south of a line one statute mile north and parallel to the runway centerline. The vertical limit of the HTA is from the surface to 2,400' MSL. Participating helicopters shall not operate south of the drainage ditch.

40.3.5. Non-participating aircraft shall remain outside the boundaries of the HTA or overfly the HTA at or above 2,900' MSL.

40.3.6. Participating aircraft shall not overfly any buildings to include the firing range, or the firing range vertical danger zones. Additionally, aircraft shall not operate in the HTA when the M-203 grenade launcher range is in use. 54 HS personnel must coordinate with CATM prior to using the HTA.

40.3.7. Rescue 1 is the primary operational site for daytime helicopter operations. It is the grassy area between the helicopter parking ramp and Taxiway Echo. This area is known as a hover point.

40.3.7.1. R1 is an unlighted hover point and shall not be used for nighttime unaided arrivals or departures.

40.3.7.2. Nighttime unaided arrivals and departures shall use lighted taxiways or the runway. R1 may be used for nighttime aided arrivals and departures (aided operations use night vision devices).

40.3.8. Defender Two is a helicopter operational site in the grass on the south side of the Security Forces Building (bldg #547); it is marked with four yellow tires.

40.3.8.1. D2 is an uncontrolled operational site. Aircraft requiring arrival/departures to/from D2 shall contact the Control Tower with intentions and the Control Tower shall issue the following advisory to helicopters operating from this area, "LANDING/DEPARTURE FROM DEFENDER 2 WILL BE AT YOUR OWN RISK, NOT IN SIGHT FROM CONTROL TOWER."

40.3.8.2. For night landings, all available aircraft lighting shall be used if operating unaided. Helicopter operations shall call security forces to have the site secured by security forces personnel prior to approach and landing. Aircrews shall use the North Corridor arrival/departure procedures and all normal restrictions shall apply.

40.3.9. The Greenhouse is an operational site on the ramp directly in front of building 718; helicopters shall pick up and drop off security forces personnel from the this area. The Greenhouse operational site is an uncontrolled movement area.

40.3.10. The 5th Medical Group (MDG) operational site is located in the grass on the south side of the MDG between the staff parking lot and the golf course; it is marked with four yellow tires.

40.3.10.1. For night landings, all available aircraft lighting shall be used. Helicopter operations shall call Ambulance Services to have the site secured by MDG personnel prior to approach and landing.

40.3.10.2. The MDG landing area is an uncontrolled landing area. Aircraft requiring arrival/departures to/from the hospital landing area shall contact the Control Tower with intentions and the Control Tower shall issue the following advisories to helicopters operating from this site, "LANDING AT/DEPARTURE FROM THE MEDICAL GROUP WILL BE AT YOUR OWN RISK, NOT IN SIGHT FROM CONTROL TOWER."

40.3.11. T-1 Practice Launch Facility is west of Fire Line Rd abeam Fam Camp. The T-1 practice launch facility is an uncontrolled helicopter landing zone (HLZ) that may be utilized during 91 MW Launch Facility Recapture exercises. Aircraft requiring arrival/departures to/from the T-1 area shall contact the Control Tower with intentions and the Control Tower shall issue the following advisories to helicopters operating from this site, "LANDING AT/DEPARTURE FROM TANGO ONE WILL BE AT YOUR OWN RISK, NOT IN SIGHT FROM CONTROL TOWER."

40.3.12. Slide Landing Areas: Slide landings shall be accomplished to the Delta Hammerhead or runway 11/29. Slide landings perpendicular to the runway shall be made on Taxiway Delta when approved by the Control Tower.

#### 40.4. Helicopter VFR Procedures:

40.4.1. Helicopter rectangular traffic pattern altitude is 2,200' MSL. The helicopter rectangular traffic pattern is open when there is a reported ceiling at or above 1,000' AGL and at least 3 miles of visibility.

40.4.2. Pilots not using radar services shall use the following procedures to avoid delays:

40.4.2.1. Maintain at or below 2,400' MSL when operating within 6 DME.

40.4.2.2. Remain clear of the final approach course and departure path until appropriate clearance has been obtained from the Control Tower.

40.4.3. Helicopter High Inside Downwind: This procedure allows helicopters to fly a shortened closed traffic pattern with a downwind leg over Perimeter Road or Taxiway Echo. A base turn shall occur between midfield and the approach end of the runway for a quick descent onto the runway. This procedure shall be flown at 2,500' MSL unless requested otherwise. The helicopter short approach pattern is open when there is a reported ceiling at or above 1,300' AGL and at least 3 miles of visibility. Helicopter aircrews requesting this procedure will request a "left/right high inside downwind." Controllers will reply with, "LEFT/RIGHT HIGH INSIDE DOWNWIND APPROVED, REPORT BASE."

40.4.4. When approaching from north of the field, enter the HTA, flash landing lights at the Control Tower and watch for appropriate light signals from the Control Tower. Do not proceed closer than ½ mile until receiving light gun instructions from the Control Tower.

40.4.5. When approaching from south of the field, fly toward the Control Tower, flash landing lights and watch for appropriate light signals from the Control Tower. Do not proceed closer than 1/2 mile until receiving light gun instructions from the Control Tower.

#### 40.5. Helicopter Special VFR Procedures:

40.5.1. The Control Tower shall be the approval authority for SVFR helicopter arrivals and DATCF shall be the approval authority for SVFR helicopter departures that will leave class D airspace. The Control Tower shall receive a SVFR clearance from Approach prior to issuing a departure clearance. The DATCF shall coordinate with the Control Tower prior to issuing a SVFR clearance for any arrival to enter the Class D

Airspace. If approval for SVFR cannot be given, the UH-1 shall hold outside the Class D Airspace or on the ground, as appropriate.

40.5.2. Helicopters requiring special routing other than direct to the airport for landing or direct exit of the Class D Airspace shall be assisted to the extent possible consistent with other traffic.

40.5.3. SVFR helicopter operations are authorized IAW FAAO 7110.65, in the HTA at the same time IFR approaches and departures are in progress when:

40.5.3.1. The Control Tower provides visual separation, or

40.5.3.2. Pilots maintain visual separation from other IFR traffic, or

40.5.3.3. If visual separation cannot be used, the Control Tower directs the helicopter to remain north of the small arms firing range.

40.5.4. SVFR helicopters operating in the HTA shall not be granted approval to depart the HTA when other SVFR operations are being conducted in the Class D Airspace, unless the Control Tower is able to visually separate the helicopters or pilots are able to provide their own separation.

40.5.5. Simultaneous SVFR/IFR separation requirements: If the provisions for visual separation authorized by this paragraph cannot be applied, the following separation minima shall be used between a SVFR helicopter and an arriving or departing IFR aircraft.

40.5.5.1. Apply 1/2 mile separation if the IFR aircraft is less than 1 mile from landing.

40.5.5.2. Apply 1 mile separation if the IFR aircraft is 1 mile or more from landing.

40.5.6. If it is necessary to deny SVFR operations, ATC shall advise the pilot of the amount of delay, in minutes, to expect. IFR aircraft have priority over SVFR unless special mission requirements dictate otherwise (SAR, Air Evac, priority ground movement flight following, etc.).

40.6. **Search and Rescue, and Air Evacuation Missions:** Air evacuation missions shall be cleared to overfly the base in the most direct manner. Departures and arrivals from Minot AFB and the 5 BW Medical Group operational site are authorized during missions of this nature.

40.7. **Emergency Rescue Missions:** Appropriate control and clearing authorities shall ensure helicopters on emergency rescue missions are dispatched without delay.

40.7.1. Pilots of helicopters shall use the statement "AIR EVAC" when requesting priority as a medical emergency. UH-1 aircraft on emergency rescue missions shall have priority IAW paragraph 43.5.

40.7.2. For SAR missions aircraft shall use the call sign "RESCUE" and squawk 1277 mode 3 transponder (if VFR).

40.8. **Convoy Escort:** To expedite helicopters escorting convoys through the Class D airspace of Minot AFB and Minot International Airport, they shall squawk 0444. Maximum effort shall be made to avoid delays through the Class D airspace.

**40.9. Missile Field Departure:** A contingency response to a real-world or exercise situation in the missile field shall normally be launched from the parking ramp or Greenhouse and can be comm-out.

40.9.1. The 54 HS Supervisor of Flying shall coordinate with the Control Tower and inform the Control Tower of the impending departure, if it is comm-out. When the SOF is not on duty, the aircraft commander is responsible for coordination.

40.9.2. Aircrews do not require engine start approval from the Ground Control under these circumstances and shall start engines at their discretion while monitoring 278.425 UHF (Bever Ops) and the Control Tower frequency.

40.9.2.1. Aircrews operating comm-out are cleared to taxi at their own discretion to the Greenhouse to onload Tactical Response Forces. Aircrew are to remain North of the Controlled Movement Area while taxiing to the Greenhouse.

40.9.2.2. If operating comm-out, the Control Tower will indicate departure clearance via a GREEN light gun signal. Otherwise, aircrews shall request departure clearance with the control tower when ready. During comm-out procedures, aircrew shall notify the control tower they are ready for departure by the following:

40.9.2.3. Between sunrise and sunset: While hovering, either turn the UH-1 toward the controlling facility and flash the landing light or rock the tip path plane.

40.9.2.4. Between sunset and sunrise: the UH-1 shall flash the landing light or search light.

**40.10. Local Helicopter Approaches:**

40.10.1. North Corridor Arrival: Helicopters shall follow the drainage ditch in from the north side of the base, remaining at or above 2,000' MSL until past Building 521-527 (supply buildings) for noise abatement. This shall result in a steep approach profile, landing directly to the helicopter parking ramp or Rescue Pad 1.

40.10.2. North Corridor Departure: Helicopters shall climb to 2,000' MSL prior to the supply building and depart the airfield to the north following the drainage ditch while avoiding the areas in paragraph 38.3.6.

**40.11. Uncontrolled Airfield Procedures**

40.11.1. Uncontrolled airfield operations are permitted for UH-1 helicopters assigned to the 54 HS. Helicopter units on temporary duty status to Minot AFB may also conduct uncontrolled operations from Minot AFB provided they comply with the following procedures and a Memorandum of Understanding (MOU) is established between the 5th Operations Group Commander and the Senior Operational Commander of the TDY unit. Uncontrolled operations are approved to occur on a long term basis (more than 30 days in length) at Minot AFB.

40.11.2. Hours for uncontrolled operations shall be defined as those hours in which the runway, Control Tower, and Airfield Management are closed as published in the IFR supplement or via NOTAM. See paragraph 1.4 for normally scheduled hours of operation.

40.11.3. 54 HS shall:



- 40.11.3.1. Use internal operating instructions and checklists to ensure safe operations during uncontrolled operations.
- 40.11.3.2. Establish a SOF as the responsible agent for flight crews conducting uncontrolled operations.
- 40.11.3.3. Establish a formal SOF training program.
- 40.11.3.4. Ensure the SOF is present and monitors all uncontrolled airfield operations from a duty position.
- 40.11.3.5. Identify which flights, if any, are scheduled during periods of airfield closure.
- 40.11.4. Flight crews shall:
  - 40.11.4.1. Follow procedures contained in the Federal Aviation Regulations, the Aeronautical Information Manual, applicable FAA Advisory Circulars (AC), and applicable Air Force flight operations instructions.
  - 40.11.4.2. Obtain proper flight authorizations.
  - 40.11.4.3. Maintain flight plans and all flight planning materials in accordance with local procedures.
  - 40.11.4.4. Plan to land at Minot International Airport if conditions require flying an instrument approach for recovery.
  - 40.11.4.5. Report FOD, wildlife activity, airfield lighting or NAVAID abnormalities, suspicious activities, apparent unauthorized aircraft landings, and any other significant airfield related information to the SOF.
  - 40.11.4.6. Departure and Arrival:
    - 40.11.4.6.1. 54 HS shall ensure the runway and departure and landing areas are free of vehicles, personnel, and objects that could cause unsafe conditions.
    - 40.11.4.6.2. Utilize 120.65 VHF as the Common Traffic Advisory Frequency (CTAF). Because this is also the Local Control frequency, it shall allow Control Tower personnel to record all transmissions even during periods of facility closure.
    - 40.11.4.6.3. Follow relevant regulatory guidance when operating in the vicinity of Minot International Airport in order to deconflict with other air traffic. This includes guidance governing controlled entry into Class D airspace and, alternatively, traffic patterns and rules governing Class E airspace and closed airfields.
    - 40.11.4.6.4. Receive weather briefings from 15 OWS or other approved source, IAW AFI 11-202V3 AFGSCSUP, when Base Weather is closed, a briefing is required for each flying window.
- 40.11.5. 54 HS/TDY unit ODO shall:
  - 40.11.5.1. Notify Command Post as early as possible regarding pending uncontrolled airfield operations.

40.11.5.2. Notify MOC and any additional maintenance personnel operating on the airfield regarding pending uncontrolled airfield operations.

40.11.5.3. Pass estimated times of departure and arrival to the 5 BW Command Post.

40.11.5.4. Obtain status of airfield and any ongoing or planned airfield operations that shall occur during proposed uncontrolled airfield operations by contacting Command Post and reading the relevant NOTAMs.

40.11.5.5. Ensure the areas around the helicopter ramp and/or the designated operating area are inspected prior to commencing flight operations. When uncontrolled operations to the runway are required, aircraft commander will visually inspect the surface area prior to arrivals or departures.

40.11.5.6. Maintain radio contact with flight crews to the maximum extent possible.

40.11.5.7. Notify Minot International Airport operations as early as possible if conditions require recovery there.

40.11.5.8. Notify Command Post in the event of a ground emergency, IFE or overdue aircraft. Initiate quick response procedures to respond to emergency situations.

40.11.5.9. Report FOD, wildlife activity, airfield lighting or NAVAID abnormalities, suspicious activities, apparent unauthorized aircraft landings, and any other significant airfield related information to Command Post.

40.11.5.10. To minimize impacts to subsequent 5 BW operations following uncontrolled operations, 54 HS shall report to the Command Post, any abnormal occurrences on or near the airfield that may impact operations or present a hazard to other aircraft.

40.11.5.11. Notify 5 BW Command Post when uncontrolled airfield operations are complete.

40.11.6. 5 BW Command Post shall:

40.11.6.1. Relay information to 54 HS/TDY unit ODO concerning the status of airfield operations that are ongoing or planned during the time of proposed uncontrolled airfield operations. This includes disseminating emergency information affecting airfield conditions to the 54 HS/TDY unit ODO.

40.11.6.2. Relay all reports of abnormal occurrences on or near the airfield to the 5 OSS/CC.

40.11.6.3. Follow Overdue/Missing Aircraft Checklist in the event an aircraft is overdue by 30 minutes, IAW AFI 13-202.

40.11.6.4. Notify Security Forces Law Enforcement Desk, Security Forces Control Center and Fire Dispatch when uncontrolled airfield operations begin and end. Notify the following agencies and implement appropriate operations plans for aircraft emergencies:

Hospital/EMT service.

5 BW Safety

91 MW Safety

5 OSS/CC  
5 OG/CD and 91 OG/CD  
MOC

40.11.7. Fire Dispatch shall:

40.11.7.1. Respond to all emergencies during uncontrolled flight operations as directed by Command Post or 54 HS/TDY unit ODO.

40.11.7.2. Report all reductions in fire, crash and rescue response to Command Post when the airfield is closed.

40.11.8. 5 OG/CC or designated representative shall suspend flying/airfield operations if unsafe conditions exist.

40.11.9. Control Tower shall ensure all transmissions on 120.65 VHF are recorded during periods of airfield closure.

40.11.10. Airfield Driving Program Manager shall ensure that all vehicle operators on the airfield are educated on uncontrolled airfield operations IAW MAFBI 13-213.

**41. Intersection Departures:** Intersection departures are not authorized for 5 BW aircraft except when specifically approved by the 5 OG/CC. Intersection departures are authorized for transient aircraft.

41.1. Air Traffic Control Tower shall issue feet remaining IAW FAAO JO 7110.65 to all transient aircraft requesting an intersection departure. See [Figure 2](#) Runway distances remaining from the taxiway intersections are as follows:

Runway 11: Charlie Taxiway – 9,050 ft.  
Runway 29: Bravo Taxiway – 12,150 ft.  
Runway 11: Bravo Taxiway – Not Authorized  
Runway 29: Charlie Taxiway – Not Authorized

**Section C—IFR Procedures**

**42. Airborne Radar Directed Approaches (ARDA):** Aircrews executing ARDAs shall be cleared for a TACAN or Visual approach. ARDA approaches must be conducted with the DASR operational under Visual Meteorological Conditions (VMC) from the final approach fix through the missed approach point. Additional procedures are described in AFI11-2B-52V3, MAFB SUP, Chapter 8.

**43. IFR Departures:**

43.1. **Visual Cutoff during Formation Departures:** During formation departures when conditions permit, aircraft may request visual cutoff procedures. Example: “(Aircraft ID) REQUEST VISUAL CUTOFF.” Departure Control shall deny or approve the request and provide instructions as needed to each aircraft.

43.2. **Clearances:** Pilots shall contact Minot Clearance Delivery (362.2) to obtain their instrument flight rules (IFR) or special visual flight rules (SVFR) clearance. To avoid departure delays, every effort should be made to resolve clearance discrepancies prior to

taxiing for departure. Aircraft can expect delays in excess of 15 minutes if changes to IFR clearances are made within 10 minutes of estimated time of departure.

43.3. If Clearance Delivery and Airfield Management do not have a clearance in the system for a specified call-sign, Clearance Delivery shall advise the pilot/flight lead to contact their squadron operations for correction or re-filing of clearance. Aircrew may also contact Airfield Management via PTD (372.2) for flight plan corrections.

43.4. **Formation Departures:** In the event of an aborted takeoff during a formation departure, the Control Tower shall echo the abort information as stated by the pilot verbatim on frequencies 243.0 UHF and 121.5 VHF. If the last aircraft of a formation operation passes an abort advisory, the Control Tower need not transmit the abort information.

**44. Local Aircraft Priorities:** Aircraft priorities shall be based on a first come, first serve basis in order to provide for the safe and expeditious flow of traffic IAW FAAO 7110.65. ATC shall use the following local order of priorities:

- Emergency War Order (EWO) Launch
- Bust Out and Buggy Ride Launches
- Aircraft Emergencies
- Primary Nuclear Airlift Force (PNAF)
- MED EVAC/AIR EVAC/Lifeguard missions
- UH-1 Security Response
- Search and Rescue (SAR) Missions
- Presidential aircraft
- FAA Flight Check
- DV Aircraft
- Higher Headquarters (HHQ) directed missions

44.1. **Controlled Departures:** All scheduled departures listed on the flying schedule are considered to be controlled departures, except those aircraft that shall remain in the local flying area.

**45. Actual and Practice Alert Procedures:**

45.1. **Alert Force Movements:** Bust Out, Buggy Ride and other alert exercises may require movement of alert forces.

45.1.1. "Bust Out" and "Buggy Ride" are the unclassified code words used to notify ARTCC facilities of the need for an expeditious departure of alert aircraft from a base due to civil disturbances or disaster. For further details, refer to the associated OPLAN.

45.1.2. The Command Post shall notify the Control Tower and DATCF via hotline of the implementation of "Bust Out" or "Buggy Ride."

45.1.3. The Control Tower shall immediately clear all known traffic from the "Bust Out" and "Buggy Ride" departure route, whichever is appropriate.

**45.2. Alert Response Procedures:**

45.2.1. Command Post shall notify the Control Tower that an alert response is in progress via hotline.

45.2.2. Upon request, the Control Tower shall issue the wind for the runway, pressure altitude, and temperature for calculation of takeoff data.

45.2.3. When notified by the Command Post of an alert aircraft launch, the Control Tower shall implement the following procedures as appropriate:

45.2.3.1. Suspend all takeoffs except for aircraft on departure roll.

45.2.3.2. When the alert launch is initiated, all arriving aircraft outside 1 mile from the approach end of the runway shall be sent around or broken out as appropriate.

45.2.3.3. Aircraft declaring minimum or emergency fuel and IFEs have priority over aircraft responding to alerts except when "Bust Out" or "Buggy Ride" has been implemented.

45.2.3.4. Notify Approach that an alert launch is in progress and to anticipate a 15-minute delay for traffic. Request the use of 318.2 UHF for use by all alert force aircraft.

45.2.3.5. Restrict movement of taxiing aircraft on all taxiways until the alert vehicles and crews have responded to their aircraft.

45.2.3.6. Issue clearances on 318.2 UHF as required for the alert aircraft to enter the runway.

45.2.3.7. Resume normal runway operations only after 5 OG/CC approval.

45.2.4. Normal operations shall be resumed in accordance with the following procedures:

45.2.4.1. Actual Alert: After coordination with the Command Post.

45.2.4.2. When normal alert operations are resumed, all Alert Force aircraft shall be directed to contact ground control on 275.8 and 318.2 shall be returned to DATCF.

#### **45.3. Comm-out/Min Comm Procedures:**

45.3.1. During initial engine run prior to going to the alert facility the Flight Lead shall contact Clearance Delivery to receive the flights clearance and transponder codes for the flight.

45.3.2. Tower shall notify Approach Control upon notification of "Klaxon" or when Tower observes aircrews start moving to aircraft.

45.3.3. Aircrews shall taxi to active runway on frequency 253.5 (Local Channel 3). Aircrews shall not be required to obtain approval for taxi.

45.3.4. Tower shall issue current wind and altimeter setting on frequency 253.5 (Local Channel 3) and activate the steady green light gun signal for flight to depart upon first aircraft turning on to either taxiway Alpha (Runway 29 in use) or Delta (Runway 11 in use).

45.3.5. Tower shall give a rolling call on all aircraft to Minot Approach.

45.3.6. After departing aircrews shall call Approach on frequency 259.1 (Local Channel 4) for radar identification and altitude assignment.

**46. Aerial Refueling/AR-629 Usage:** Aerial refueling in AR 629 will be IAW the “*Aerial Refueling Route 629 Operations*” Letter of Agreement. Refueling activities not listed on the flying schedule shall be coordinated with Dakota Air Traffic Control Facility Chief Controller by the 5 OG unit scheduling the aerial refueling.

***Section D—Emergency Procedures***

**47. Primary Crash Alarm System (PCAS) Procedures:**

47.1. The PCAS can only be activated from the Tower and includes two-way communications with the Control Tower, Airfield Management, the Fire Department, and Ambulance Services (hospital). Daily PCAS checks occur between 0800L-0830L each weekday, or within 30 minutes of opening when the Control Tower is operational on weekends and holidays.

47.2. Tower shall activate the PCAS for any observed, reported, or possible in-flight or ground emergencies, aircraft mishaps, stolen/hijacked aircraft, aircraft with hung ordnance, bomb threats, hot brakes, B-52 high speed aborts and pilot requests assistance, unauthorized aircraft movement, prior to Tower evacuations (if time permits) and after reoccupation of the Tower, and to report natural disasters and civil disturbances.

47.3. Tower shall relay the following information over the PCAS, as applicable: Whether the emergency is an in-flight or ground emergency, aircraft call sign and/or tail number, type aircraft, nature of emergency, number of personnel on board, fuel remaining, any explosives/munitions (type and class) on board, landing runway, wind direction/speed, estimated time of arrival or location (if ground emergency), and any other pertinent/available information.

47.4. Tower shall re-activate the PCAS when new or revised information is obtained. If time is critical, this information shall be relayed directly to the support vehicles via land mobile radios (LMR).

47.5. If the PCAS fails, Tower shall pass emergency information to Airfield Management via direct line. Airfield Management shall disseminate this information via the Secondary Crash Net.

**48. Secondary Crash Net (SCN):** IAW AFI 13-204V3, Airfield Management shall activate the SCN to relay information critical to aircraft and airfield operations (e.g. hazardous weather warnings, IFEs, ground emergencies, Force Protection (FPCON) levels, Emergency Operations Cell activations/recalls, bomb threats or terrorist activities). To ensure reliability, the SCN shall be tested daily. The back-up SCN shall be tested on the last day of the month. Airfield Management shall dial each required support agency via landline to pass information. Documentation shall be kept on a locally developed checklist.

48.1. SCN agencies are limited to agencies requiring emergency action/response to aircraft incidents/mishaps. IAW AFI 13-204V3, the minimum SCN agencies include:

- Airfield Management (activation authority).
- Fire Department
- Base Weather
- Emergency Management

Medical Treatment Facility (ambulance services)  
Command Post  
Civil Engineering  
Security Forces

48.2. Requests for additions/deletions to the SCN must be coordinated through the AFM and forwarded to the 5 OSS/CC for approval/disapproval.

**49. Aircraft Emergency/Mishap Response:** In the event of an aircraft mishap or emergency, the Control Tower shall:

49.1. Immediately activate the PCAS using procedures in IAW paragraph 47, providing all available information regarding the emergency or mishap. **Note:** As soon as practical, grid map coordinates shall be provided to all concerned through activation of the primary crash net.

49.2. Tower shall advise all ground traffic when emergency vehicles respond to a mishap or emergency. Tower shall coordinate aircraft taxi with Chief 2.

49.3. Chief 2 shall assume responsibility for all emergency response vehicles on the Crash Net when authorized to enter the CMA following suspension of runway operations. Those vehicles and responders shall remain under positive control of Chief 2 at all times. All other vehicles require specific approval by tower prior to entering the CMA.

49.4. Upon termination of an emergency, Chief 2 shall ensure all emergency response vehicles within his control are off the runway and relay this information to tower. In the event these vehicles need continued access to the runway, Chief 2 shall ensure the remaining vehicles establish contact with the Tower on the Ramp Net and receive approval to remain on the runway.

49.5. In the event of a mishap/crash, all references to the crash site shall include grid map coordinates.

**50. Off-Base Mishaps:** In the event an off-base mishap report is received from a credible source, (ATC facility, Sheriff's Department, etc.) the Control Tower shall activate the PCAS. Anytime the source of a mishap report is questionable, the Control Tower shall notify Command Post to verify the authenticity of the report. During these circumstances, the Control Tower shall activate the PCAS as directed by the Command Post or base officials.

**51. Emergency Locator Transmitter (ELT) Response:** ELT tests are limited to the first five minutes of every hour for three audible sweeps. For all other ELT alarms, Tower shall notify DATCF (Minneapolis ARTCC if Approach is closed) and Airfield Management. The Tower shall advise whether the ELT is transmitting on UHF 243.0 or VHF 121.5. Airfield Management shall attempt to locate the ELT source IAW the designated facility checklist.

**52. Airfield Operations Flight Actions Following an On/Off -Base Mishap**

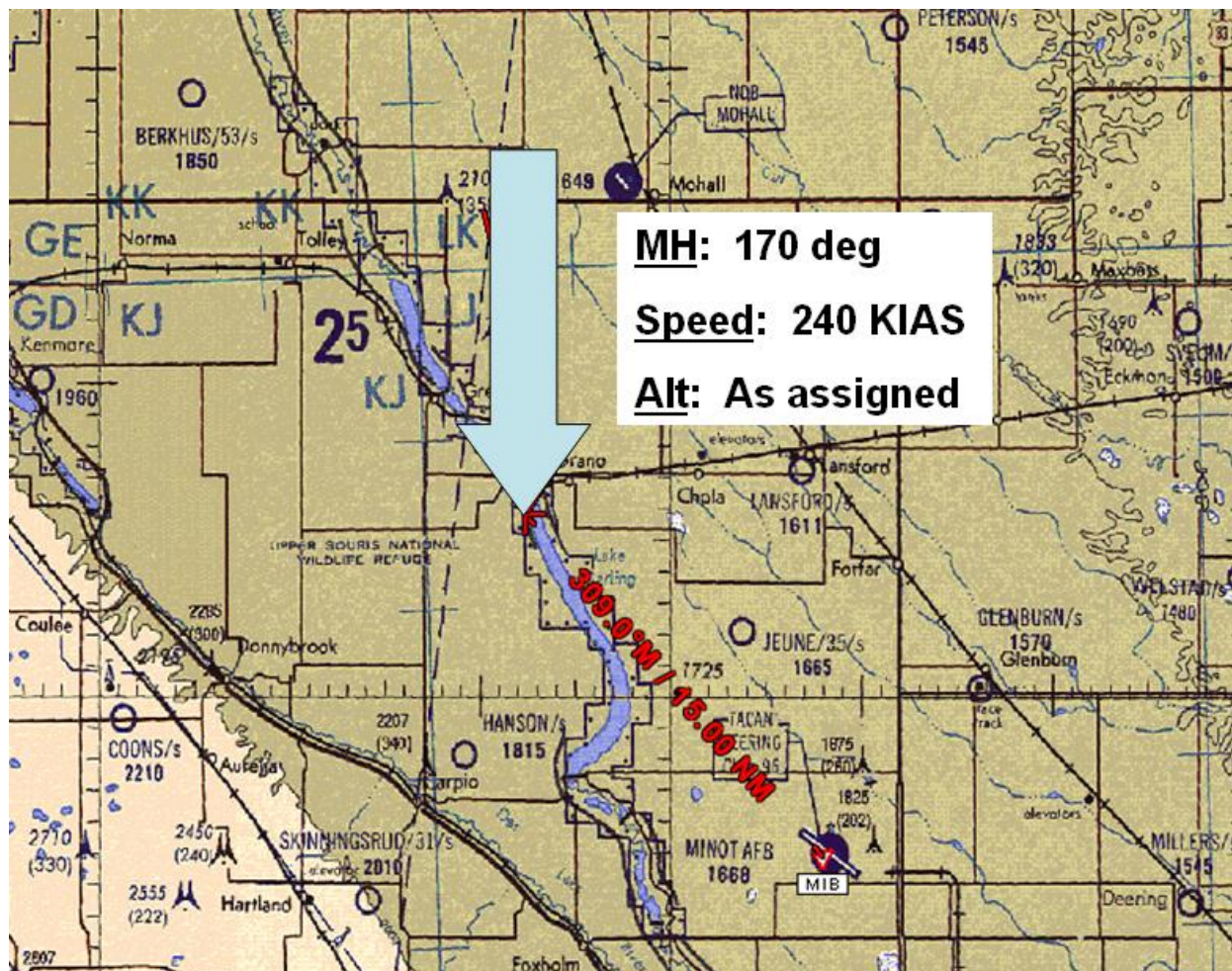
52.1. Tower personnel shall notify the CCTLR, ACCTLR or AOF/CC immediately. Airfield Management personnel shall notify the AFM, DAFM or AOF/CC immediately.

52.2. The AOF/CC, CCTLR and AFM shall ensure completion of actions following a mishap as outlined in AFI 13-204, Vol 3, and local directives/checklists.



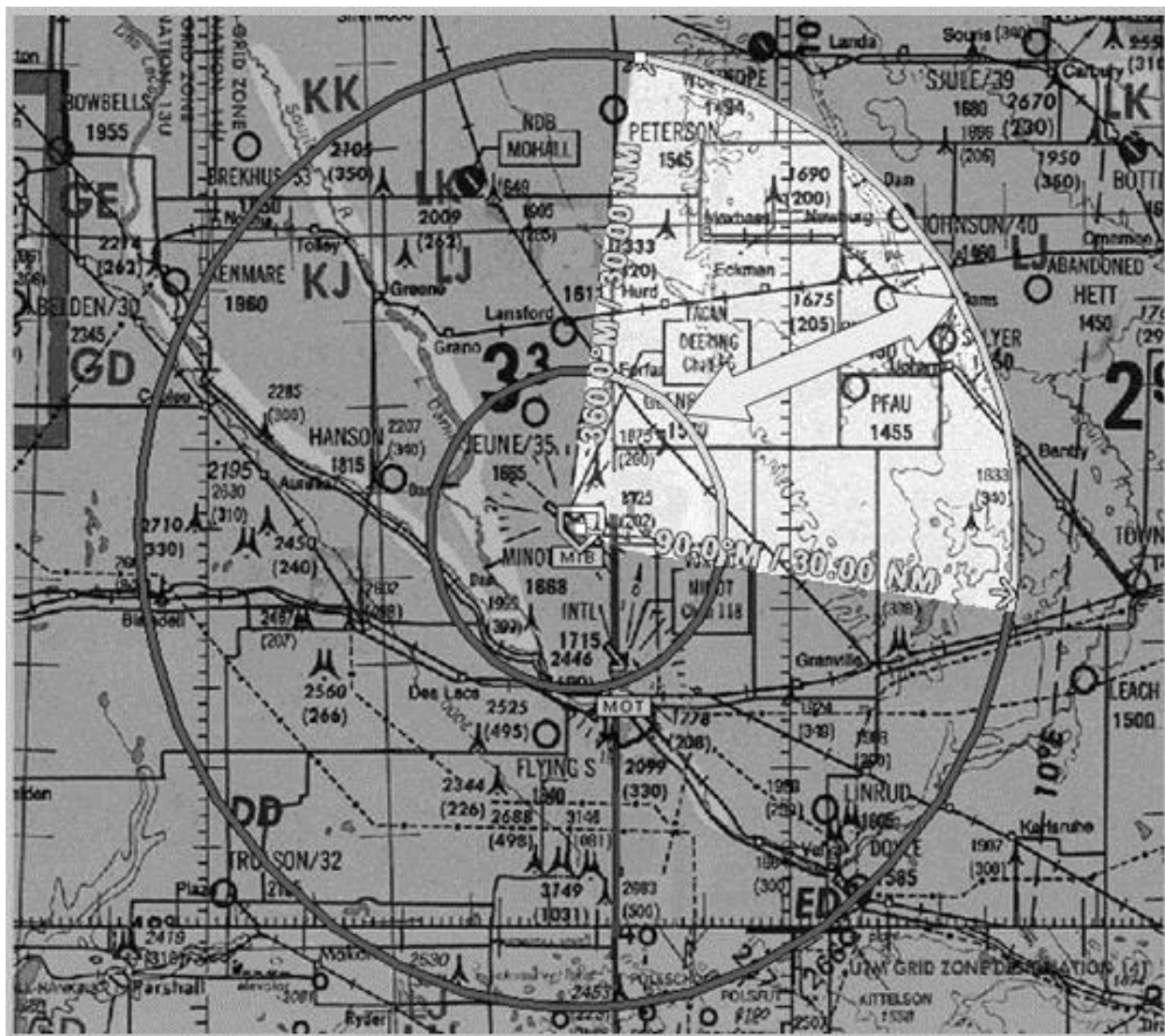
**53. Stores Jettison:** This area is 15 DME on the Deering TACAN radial 309. Aircraft should cross this point north to south heading 170 degrees, 240 knots indicated, and at an altitude assigned by ATC.

**Figure 18. External Stores Jettison**



**54. Fuel Dumping Procedures:** The designated fuel dumping area is the area between the Deering TACAN 360 radial clockwise to the 090 radial between 10 DME and 30 DME, at or above 4,100' MSL.

Figure 19. Fuel Dump Procedures



## 55. Hot Brake Areas and Procedures:

55.1. The Control Tower, when notified of or observing an aircraft with possible hot brakes, shall activate the PCAS and direct the aircraft to a designated clear area as follows:

55.1.1. When practical, the nearest hot brake area (Alpha or Delta Hammerhead).

55.1.2. The Control Tower shall direct other aircraft or vehicles to avoid passing within 300' of the hot brake aircraft via alternate routes, if practical.

55.2. Crew members that suspect their aircraft has hot brakes shall notify the Control Tower, taxi to the nearest hot brake area and, when practical, remain clear of other aircraft.

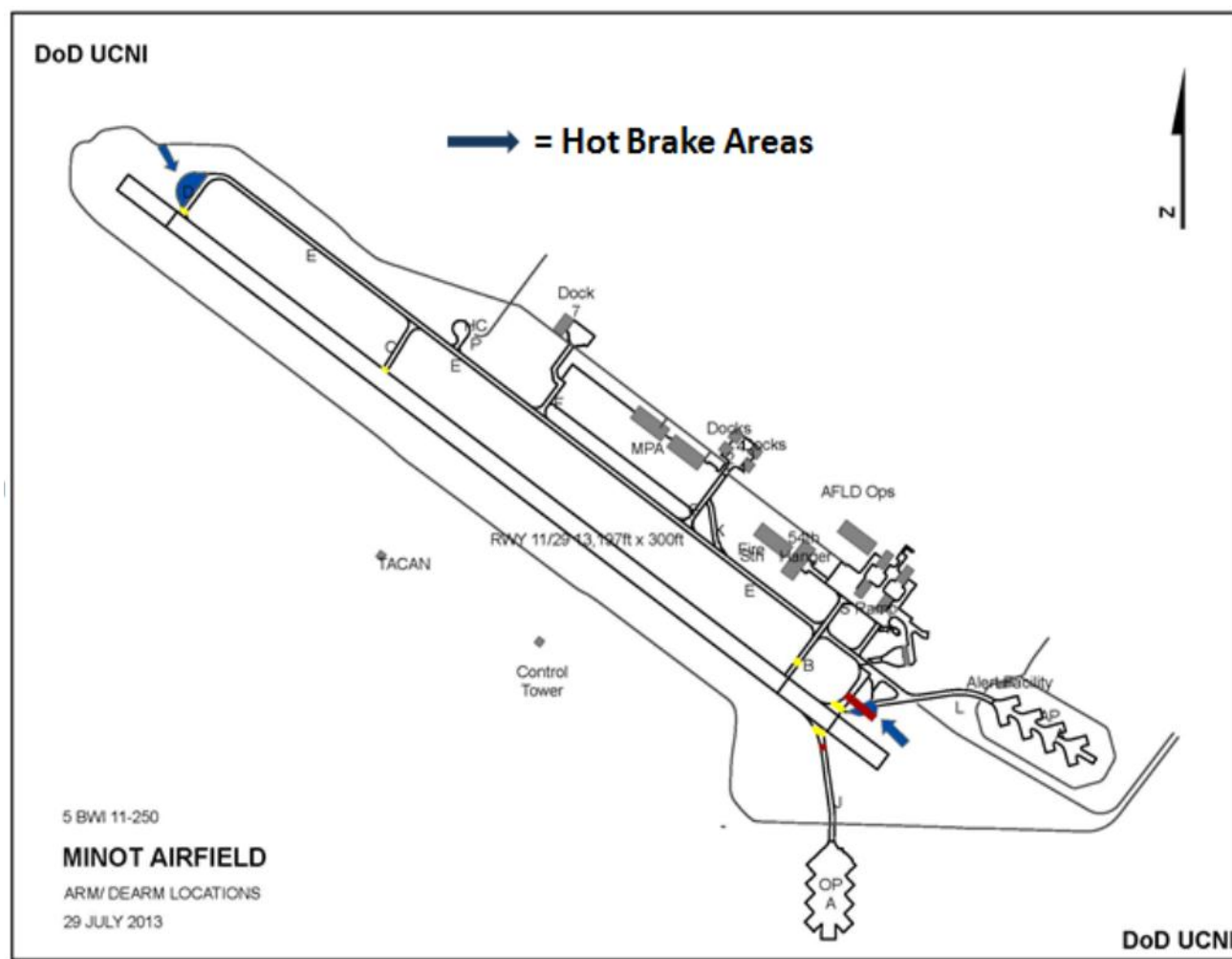
55.3. The Fire Department shall respond to the hot brake aircraft and assume a surveillance position not closer than 100' unless the Fire Chief determines a fire is imminent.

55.4. When an aircraft with hot brakes is detected in the parking area, in addition to the above, the following procedures shall apply:

55.4.1. Engines running. The Control Tower shall direct the aircraft to taxi to the nearest clear area on Taxiway Echo and stop. This shall be done at the discretion of the pilot.

55.4.2. Engine shut down. All non-essential personnel shall be evacuated and, if practical, aircraft within a 300-foot radius shall be removed.

**Figure 20. Hot Brake Locations**



## 56. Hung Ordnance Procedures

56.1. Hung Live/Unsafe Ordnance. All aircraft arriving with hung live or unsafe ordnance shall be considered an emergency. Aircraft shall be directed to fly a straight-in approach to the active runway unless requested otherwise by the pilot.

56.1.1. If recovering with hung live ordnance, aircrew will perform a straight-in approach to the runway in use.

56.1.2. Aircraft landing with hung weapons and/or unconfirmed hung weapons, will taxi to the appropriate location.

56.1.3. Departure end Hammerheads (Alpha and Delta) are the designated Hung Ordnance locations. See [Figure 3](#) and [Figure 4](#)



56.1.4. No alternate hung ordnance location has been determined. Following visual confirmation that all ordnance is safe by the appropriate authority, the aircraft will coordinate with the SOF for tow coordination or taxi to parking.

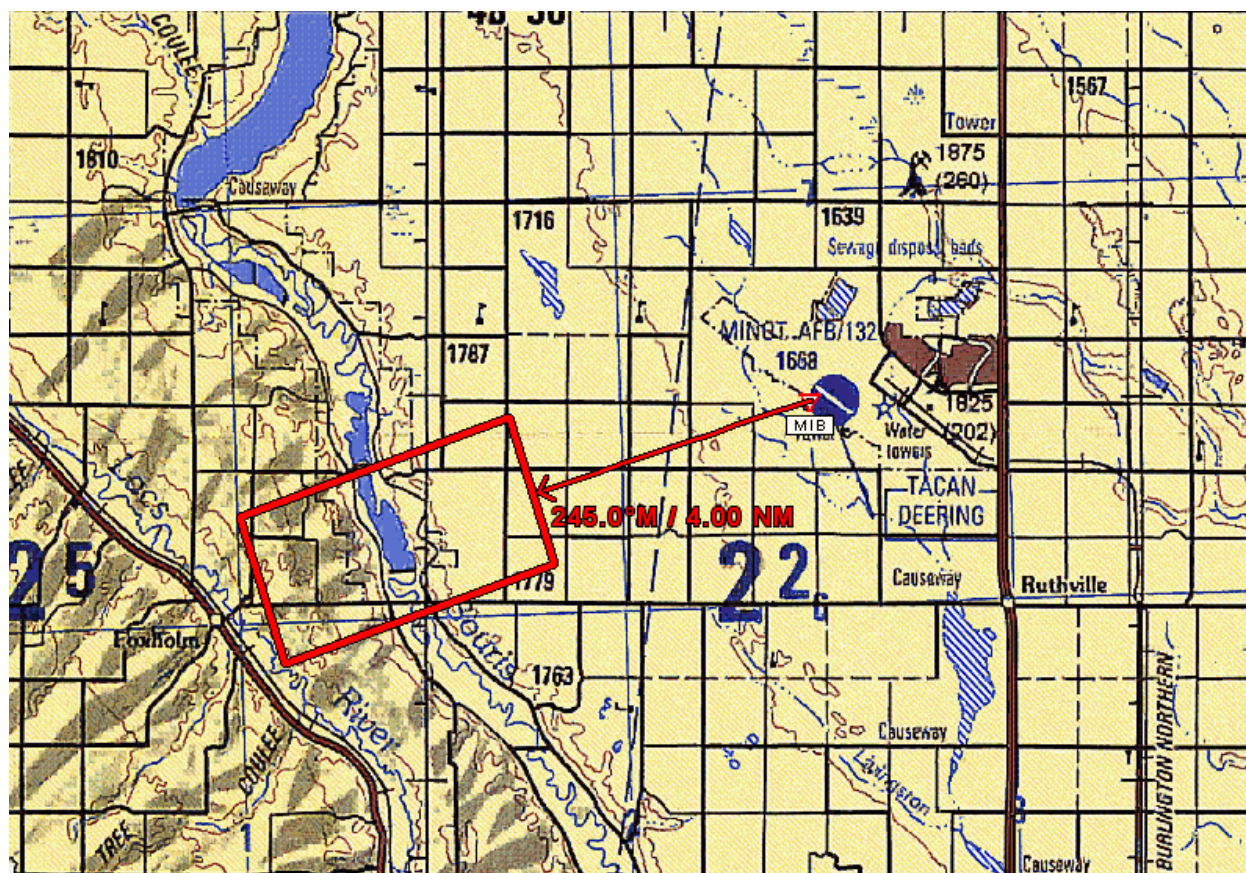
56.1.5. In the event that multiple aircraft return with hung ordnance, the priority locations are: 1) Departure End Hammerhead, and 2) Arrival End Hammerhead.

56.1.6. Transient aircraft shall be directed to the appropriate de-arming area by the Tower.

**Note:** Hung safe ordnance is not considered an emergency, unless declared so by the pilot, WS, or respective OG/CC or their designated representative, the SOF.

**57. Controlled Bailout Area:** This area is 4 NM long and 2 NM wide. The location is 4 DME outbound on the Deering TACAN radial 245.

**Figure 21. Controlled Bailout Location**



**58. Fuel or Oil Spills:** Maintenance representatives for the affected aircraft are responsible for the clean-up of all spills. Fire protection personnel shall respond to all spills and shall direct maintenance personnel on clean up procedures as required.

**59. Anti-Hijack/Unlawful Seizure of Aircraft:**

59.1. The installation response to aircraft hijack or theft attempts is outlined within the Minot AFB Integrated Defense Plan. Additional information is contained within AFI 13-

207, *Preventing and Resisting Aircraft Piracy (Hijacking)*, and FAA Order JO 7610.4, *Special Operations*.

59.2. ATC responsibilities are limited to immediately activating the PCAS, issuing current position information, and assisting the Incident Commander by forwarding updated information and relaying any orders or instructions.

#### **60. Unscheduled Aircraft Arrivals/Departures/Taxi:**

60.1. The Control Tower shall validate PPR and authorization to land at Minot AFB with Airfield Management for all non-base-assigned aircraft arrivals that have not been previously coordinated.

60.2. ATC shall relay information on unauthorized aircraft entering the Class D airspace to Central Security Control (CSC) via direct ring line, **Security Incident Hot Line** (DSN 453-3000) or 911. The Primary Crash Alarm System (PCAS) shall be activated for unauthorized aircraft landing, departure or taxi.

60.3. The Control Tower shall instruct the pilot of any unidentified aircraft that has landed at Minot AFB to taxi the aircraft to a location isolated from restricted areas and from Protection Level 1, 2, 3 or 4 resources and notify CSC. See paragraph 71 for additional Security Support procedures for ATC personnel.

60.4. Procedures for hijacked aircraft are maintained in ATC facilities.

60.5. **For unauthorized landings, the AFM shall coordinate with appropriate base agencies IAW AFI 10-1001.**

#### **61. Dangerous/Hazardous Cargo Notification:**

61.1. The primary parking location for hazardous cargo is the Hazardous Cargo Pad (HCP) and the alternate location is the Alternate Parking Area (APA) spots 24-26. If properly sited for explosives by 5 BW Weapons Safety (5 BW/SEW), spot 30 is a permissible location for parking Special Assignment Airlift Mission (SAAM) aircraft only.

61.2. Pilots shall accomplish the notifications required by operational directives (AFJI 11-204, *Operations Procedures for Aircraft Carrying Hazardous Material*) at least 30 minutes prior to arrival, if possible. **Note:** Hazardous Materials is defined as any material that is flammable, corrosive, an oxidizing agent, explosive, toxic, poisonous, etiological, radioactive, nuclear, unduly magnetic, a chemical agent, biological research material, compressed gases, or any other material that, because of its quantity, properties, or packaging, may endanger human life or property. This does **NOT** include explosives or other hazardous materials that are integral parts of the aircraft (for example, ejection devices, fuel, including that carried for in-flight refueling, or ammunition when it is loaded in aircraft gun systems).

61.3. Airfield Management shall notify Tower, 5 BW/CP, 5 BG Weapons Safety, and Fire Department of inbound aircraft carrying hazardous cargo. Airfield Management shall designate an appropriate parking location.

**62. Bomb Threat Aircraft:** The HCP and Taxiway Charlie shall be used to park aircraft that may have a bomb on board. The PCAS and SCN shall be activated when there is notification of a bomb threat involving a civil or military aircraft, or ATC facility. Call CSC to request the 5 SFS explosive detection K-9 team.

**63. Evacuation of Air Traffic Control Facilities:** The decision to evacuate the Tower shall be the responsibility of the AOF/CC, Chief Controller (CCTLR), or the Watch Supervisor/Senior Controller (WS/SC). The primary evacuation location is Airfield Management.

63.1. The Control Tower shall evacuate when the wind is 78 knots sustained or gusts, or a disaster is determined imminent and likely to cause severe damage to the Control Tower, or any time the on-duty WS deems necessary for safety of personnel. Time and safety permitting, the Control Tower WS shall ensure the following actions are accomplished:

63.1.1. Transmit to all airborne aircraft under Control Tower control, "MINOT CONTROL TOWER IS EVACUATING, (reason), MAINTAIN VFR, CONTACT MINOT APPROACH CONTROL ON FREQUENCIES 363.8 or 119.6" (Repeat).

63.1.2. Notify Command Post and transmit to all ground operations, "MINOT CONTROL TOWER IS EVACUATING, (reason) ALL AIRCRAFT AND VEHICLES REMAIN OFF THE RUNWAY, AIRCRAFT MONITOR COMMAND POST ON FREQUENCY 321.0, VEHICLES MONITOR THE RAMP NET" (Repeat).

63.1.3. Activate the PCAS and pass all known information.

63.1.4. Notify Approach of evacuation, giving call signs and location of all aircraft being sent to their frequency.

63.2. Airfield Management is the focal point for aircraft emergency information dissemination when the Control Tower evacuates.

**64. Reoccupying the Control Tower:**

64.1. The Base Fire Chief, CE Structural Maintenance, or designated representative shall determine structural stability for safe reoccupation if necessary.

64.2. Upon receiving approval to reoccupy the building, the Tower WS/SC shall:

64.2.1. Send qualified controllers to the Tower to perform equipment checks and reopen the primary facilities. When normal services can be resumed, provide ATC service and recall controllers from the alternate facility or shelter location.

64.2.2. Activate the PCAS and advise that Minot Tower is operational.

64.2.3. Notify the following individuals: AOF/CC, CCTLR, and 5 OSS/CC.

64.2.4. Transmit on all frequencies (except guard and LMR Nets, unless deemed necessary by the WS/SC): "MINOT primary Control Tower IS operational."

**65. ATC Alternate Facility:** Minot AFB does not have an alternate ATC facility.

**66. Airfield Management and Weather Flight Evacuation Procedures:** In the event Airfield Management and/or Base Weather has to evacuate, the affected section shall use their available evacuation checklist and relocate to their designated alternate facility.

***Section F—Flight Planning Procedures***

**67. All aircraft departing Minot AFB must have a flight plan on file with Airfield Management prior to engine start, except for aircraft assigned to the 5 BW and Buggy Ride/Bust Out departures. 5 BW-assigned aircraft listed on the flying schedule for that day**

may start engines and taxi to the instrument hold line to expedite aircraft movement. The SOF should be used as a verifying authority for the flight schedule, when available. The SOF can be used as a verifying authority for aircraft engine start and taxi when unforeseen circumstances arise. Under no circumstances shall any aircraft other than Buggy Ride/Bust Out departures be allowed to depart without a flight plan. Use DD Form 175, *Military Flight Plan*, DD Form 1801, *DoD International Flight Plan*, or other authorized form according to AFI 11-202 Volume 3, *General Flight Rules*, and *FLIP General Planning*. Complete the proposed flight plan to include signature.

67.1. Original flight plans shall not be accepted via radio. Locally-filed flight plans may be amended via any means provided an original flight plan was filed. Amendments through Airfield Management may only be made prior to take-off.

67.2. An aircraft commander on a stopover flight/divert may re-file or amend the flight plan with Airfield Management via any means (radio, telephone, etc.) provided Airfield Management personnel verify an original flight plan was filed.

67.3. IAW AFI 13-204V3, flight plans must be filed in person unless unit-specific procedures are outlined in this instruction or a Letter of Agreement (LOA) is established between Airfield Management and the user(s) (local squadrons, etc.). LOAs must indicate that the user shall maintain the original flight plan IAW the Air Force Records Disposition Schedule (RDS).

67.4. All visual flight rules (VFR) flight plans out of the local area and transient VFR flight plans shall be verbally passed to the Control Tower. The local VFR area for the purpose of passing a local VFR flight plan is defined as a 100 NM radius of the MOT VORTAC, excluding Canada.

67.5. All instrument flight rules (IFR) flight plans shall be entered into the air traffic system through the Aeronautical Information System to Minneapolis ARTCC. Secondary means of sending all flight plans is via fax to Minneapolis Center military desk.

67.6. Local flying squadron flight crews may file flight plans electronically using the Aeronautical Information System Replacement (AISR) in accordance with the LOA established between Airfield Management and the unit.

67.7. Airfield Management shall:

67.7.1. Upon receipt of a flight plan, review for accuracy and completeness. Coordinate any corrections with the flight crew before submission to the AISR.

67.7.2. Relay flight plans on proposed departures and arrivals for all aircraft to the Control Tower, including any changes to proposed times.

67.7.3. File faxed or e-mailed flight plans in the same manner as original flight plans.

67.7.4. Original flight plans for the month shall be delivered to Airfield Management, within 5 duty days of the following month, for record keeping IAW LOA.

67.7.5. 54 HS filing procedures: Helicopter Operations shall call Airfield Management at the start of the duty day with that day's local VFR flight plans. Call sign, type of aircraft, estimated time of departure (ETD), and estimated time en route (ETE) shall be passed to Airfield Management. Local VFR flight plans are open all day unless notified



otherwise by helicopter operations. Contact Airfield Management via landline 1 hour prior to ETD.

67.7.5.1. When flying is complete, Helicopter Operations shall notify the Control Tower and Airfield Management that 54 HS operations are terminated for the day.

67.7.5.2. Airfield Management shall upon receipt of a flight plan, relay call sign, type of aircraft, ETD, and ETE to the Control Tower.

**68. Controlled Takeoff Times (CTO):** All scheduled departures listed on the flying schedule are considered to be controlled departures, except those aircraft that will remain in the local flying area.

**69. Customer Surveys:** Pilots are encouraged to forward comments on local ATC, Airfield Management, and Weather services. Forms are distributed electronically to aircrew members and responses are tracked by the Airfield Operations Flight.

**70. Notice to Airmen (NOTAM) Procedures:** Airfield Management is the primary NOTAM-issuing facility for Minot AFB. Control Tower is designated as the primary NOTAM-monitoring facility and navigational aid (NAVAID) monitoring facility. In the event Airfield Management is unable to publish NOTAMs, they shall coordinate IAW established NOTAM backup procedures LOA. The TERPS office is the Series V NOTAM authority and shall coordinate with Airfield Management when Series V NOTAMS are sent.

**71. Flight Information Publications (FLIPs):** Airfield Management maintains a FLIP account and is the OPR for Flight Information Publication (FLIP) changes. Suggested change(s) to FLIP documents should be sent to Airfield Management.

### ***Section G—Special Airfield Support Requirements***

#### **72. Security Support**

72.1. ATC shall assist with installation security in accordance with this instruction and 5 BW OPLAN 31, MAFB *Integrated Defense Plan*.

72.2. The Control Tower shall ensure CSC is notified of any sightings of suspicious and/or unusual incidents or personnel and shall provide the security controller with the approximate location.

72.2.1. Local Security Forces require advance notice of potential hostile inbound aircraft, i.e., diverse, uncoordinated, unannounced, inbound helicopters and light civil aircraft headed toward Minot AFB. See paragraph 2.20. for further information on unscheduled aircraft arrivals.

72.2.2. The Control Tower shall assist security forces in identifying potentially hostile aircraft. Information on unauthorized aircraft shall be relayed to CSC via direct ring line, Security Incident Hot Line (DSN 453-3000) or 911 from the Control Tower.

72.2.3. The Control Tower shall report all unauthorized aircraft movement to CSC.

72.2.4. The Control Tower shall expedite approval for security forces vehicles to cross the active runway in the performance of official duties (i.e., emergency response, pursuit of a criminal suspect, pursuit of a hostile force, etc.). Security forces vehicles requiring

entry into the CMA must be equipped with two-way radio communications equipment IAW paragraph 2.2.

**73. Weapons Storage Area (WSA) and Munitions Storage Area (MSA):**

73.1. Tower shall, to the maximum extent possible, ensure aircraft under their control do not overfly the WSA and MSA below 4,200' MSL.

73.2. Hostile aircraft identification must not rely solely upon ATC visual and radar observation because it is not a fail-safe means of identifying potentially hostile aircraft. When the Control Tower is closed, in accordance with FAA Joint Order 7110.65, the airfield reverts to Class G (uncontrolled) airspace from the surface to 700' AGL and Class E airspace above. Accordingly, civil aircraft may fly IAW federal aviation regulations not lower than 500' AGL over unpopulated areas and 1,000' AGL over populated areas.

**74. Weapon System Evaluation Program (WSEP) Operations:** The Control Tower and Airfield Management shall be operational and on frequency no later than 2 hours prior to an aircraft ETD or ETA. If an aircrew needs to start engines earlier than scheduled, their commander must coordinate with the 5 OSS/CC at least 12 hours in advance.

**75. Primary Nuclear Airlift Forces (PNAF) Movements/Convoy Mission Support:**

75.1. ATC and Airfield Management shall refer to Minot AFB Plan 31, vol 1, Integrated Defense Plan to determine airspace, airfield and movement restrictions during PNAF or convoy mission operations.

75.2. The airfield shall be open during convoy movements.

75.3. The Control Tower shall give the weapons convoy priority over other air and ground traffic. EXCEPTION: Aircraft emergencies, Air Evac missions operating under pilot declared priority authority, and 54 HS contingency operations.

75.4. Deviations to these procedures or those outlined in Minot AFB Plan 31, vol 1, Integrated Defense Plan must be coordinated through CSC.

**76. Strategic Arms Reduction Treaty Notification Protocol:**

76.1. Airfield Management shall advise Command Post when a 5 BW flight plan is filed with a destination other than Minot AFB.

76.2. Airfield Management shall call Command Post again with the bomber departure time.

76.3. Airfield Management shall notify Command Post of the ETA of any B-52 aircraft once a departure message is received from the departing base. Airfield Management shall also notify Command Post with the actual departure time and destination of 5 BW assigned B-52 aircraft.

76.4. Airfield Management shall notify Command Post when they receive an arrival message from a destination location for a B-52 flight originating from Minot AFB.

***Section H—Miscellaneous Procedures***

**77. Waivers to Airfield/Airspace Criteria:** 5 CES is the OPR for both temporary and permanent airfield waivers; airfield waivers shall be identified as a joint effort between 5 OSS

and 5 CES. Airfield waivers shall be prepared, coordinated, and reviewed as required IAW UFC 3-260-01, AFI 13-204V3, and ACCI 32-1056, *Airfield Planning and Design*.

#### **78. Prior Permission Required (PPR) Procedures**

78.1. Requests for PPRs will be coordinated through Airfield Management. Airfield Management will coordinate all requests for PPRs through the appropriate agencies using locally developed operating instructions and checklists.

78.2. Approved PPR requests and accompanying details will be sent out on the daily Transient Aircraft Log to inform the appropriate agencies of mission details, service requirements, etc.

78.3. For PPR requests that fall outside of published Transient Alert hours, published airfield hours, or will drive the airfield to open earlier or remain open past closure times, the Airfield Operations Flight Commander or his/her representative will forward request details up the chain of command to receive approval from the OG/CC to ensure proper maintenance support will be provided and no conflicts exist.

**79. Air Evacuation Aircraft Notification:** The Control Tower will notify Fire Department when medical Air Evac flights are 15 flying miles out and inbound for landing.

#### **80. Distinguished Visitor (DV) Notification:**

80.1. Airfield Management will notify the Control Tower, DATCF, and Command Post of any updated information on arrival or departure of DVs.

80.2. Command Post will act as the single focal point for all inquiries and information concerning DV arrivals. Agencies other than Command Post and Airfield Management will not contact DATCF or Control Tower directly. Command Post will receive notification on DV arrival from Airfield Management.

80.3. Airfield Management will request a 60-mile-out call from DATCF. For aircraft being controlled using non-radar procedures, a call NLT 30 miles out will be made.

**81. Weather and Coordination Procedures:** MAFBI 15-101, *Weather Support Plan*, outlines hazardous/severe weather notification procedures and lightning response.

81.1. Airfield Management shall activate the Secondary Crash Net (SCN) when lightning is within 5 or 10 miles. The SCN shall also be activated during any weather warnings. Airfield management personnel shall also announce over the Ramp Net any information received for Weather Watches and Warnings. This is to alert contractors on the airfield and airfield drivers of possible adverse conditions.

81.2. ATC shall receive weather messages through the AFAS. Upon notification of lightning within 5 or 10 miles or a tornado warning, the Control Tower shall inform all aircraft on their frequencies and include the warnings on the ATIS.

81.3. The 5 OG/CC or designated representative may authorize aircraft approaches or departures if thunderstorms are officially observed between 5 and 10 NM from the airfield. Thunderstorms must not be producing hazardous conditions at either the airport or in the landing or takeoff corridors being used. Thunderstorms must not be forecast or observed to be moving in directions that threaten either the airport or landing/takeoff

corridors. Crew and passengers shall remain on board the aircraft until the lightning warning expires. Crews should not expect any ground support during the warning period.

## **82. Airfield Snow Removal Operations:**

82.1. Each morning during snow season, generally 1 October-1 May, Airfield Management shall notify Snow Control (5 CES/CEOHP) of all parking locations for aircraft that are expected to fly that day. Updates shall be passed along as required.

82.2. Airfield Management shall coordinate snow removal priority areas IAW with the *MAFB Snow and Ice Control Plan*. During the 5 BW flying window, the SOF, in conjunction with Airfield Management establishes the snow removal priorities. During periods outside the 5 BW flying window, Airfield Management shall use the priority pre-established in the *MAFB Snow and Ice Control Plan* and known transient traffic as a guideline to directing snow removal operations.

82.3. Airfield Management shall conduct runway condition readings (RCRs) for the runways, taxi routes, parking areas and other required areas of the airfield. Airfield Management shall coordinate with SNOW 1 (callsign for the snow control supervisor) and the SOF to prioritize snow removal efforts.

82.4. During snow removal on the runway, Airfield Management will suspend runway operations. During runway operation suspension, all vehicles, including Snow Control will still be required to contact tower prior to accessing the Controlled Movement Area, IAW AFI 13-213, *Airfield Driving Instruction*.

82.5. 5 OG/CC approval is required for 5 BW aircraft to taxi, takeoff or land when runway or taxiway RCR is less than 8.

82.6. Every effort must be made to have the required surfaces properly prepared when aircraft are ready to taxi. Snow removal must continue after taxi begins but the target time for having the airfield ready for operations should be NLT 30 minutes prior to takeoff.

82.7. The decision to use potassium acetate shall be made by 5 OG/CC based on recommendations by Snow Control.

82.8. When snow removal is required on the runway, snow control vehicles should be given priority access to the runway over aircraft practice approaches. During these times, aircraft should expect a restricted low approach at or above 500 feet.

82.9. SNOW 1 may assume responsibility for all snow control vehicles and be the single point of contact for reporting all snow vehicles in and out of the CMA, provided that SNOW 1 remains in the immediate vicinity of the CMA. Additionally, all snow control vehicles will scan the RAMP Net and have the ability for two-way radio contact with Tower, IAW AFI 13-213, *Airfield Driving Instruction*, in the event it becomes necessary to have the vehicles exit the area.

**83. 5 BW Bird/Wildlife Aircraft Strike Hazard (BASH) Procedures:** Refer to MAFBI 91-212, *Minot AFB Bird/Wildlife Aircraft Strike Hazard Program*, for specific agency responsibilities. During wing flying operations, the 5 OG/CC determines the Bird Watch Condition (BWC). The authority to upgrade or downgrade the BWC rests with the 5 OG/CC or the SOF, acting as his/her representative. Airfield Management shall determine the BWC in the absence of the SOF. Airfield Management provides recommendations for determining,

upgrading or downgrading the BWC to the 5 OG/CC and the SOF. The Control Tower provides bird sightings or reports to Airfield Management for relay to Command Post, the SOF, and 5 BW/SE.

**83.1. BWC Terms and Restrictions:**

83.1.1. BWC Low: Bird activity on and around the airfield represents a low potential for strikes. No operating restrictions.

83.1.2. BWC Moderate: Bird activity near the active runway that presents an increased potential for strikes. More specifically, this refers to bird activity that does not affect the runway or the flight path of an aircraft, but presents a suitable hazard if birds alter their flight path. BWC MODERATE requires increased vigilance by all agencies, supervisors, and aircrews. Takeoffs and full stop landings are allowed. Transition training by fixed wing aircraft requires 5 OG/CC approval and shall be kept to the minimum required for mission accomplishment.

83.1.3. BWC Severe: Bird activity on or immediately above the active runway or other specific location representing high potential for strikes or affecting the flight path of inbound or departing aircraft. Supervisors and aircrews must thoroughly evaluate mission needs before conducting operations in areas under BWC SEVERE. 5 OG/CC approval is required for all takeoff and landings of fixed wing aircraft. Transition training is prohibited.

83.1.4. The Control Tower is the primary agency for transmitting the BWC to airborne aircraft or aircraft awaiting departure. The Control Tower shall ensure any BWC other than low is included in the ATIS broadcast.

**83.2. 54 HS BWC Operating Guidance:**

83.2.1. During BWC Low: No operational restrictions exist.

83.2.2. During BWC Moderate: Pilots shall limit patterns to a minimum.

83.2.3. During BWC Severe: Within the traffic pattern, only full stop landings are permitted.

**84. SOF/Tower/Airfield Management Interface:**

84.1. The Airfield Operations Flight Commander shall provide a dedicated SOF position with radio and landline communications in the Tower. The 5 BW SOF normally occupies this position, but other units may utilize it upon request. A SOF shall be available IAW AFI 11-418.

**84.2. Tower shall:**

84.2.1. Not clear 5 BW aircraft for departure without a SOF in the Control Tower unless prior notification has been received that the SOF shall be operating elsewhere. This provision can only be waived by the 5 OG/CC or his/her representative.

84.2.2. Inform the SOF of any changes that impact flying or ATC training requirements, such as schedule changes, etc.

84.2.3. Coordinate and track SOF console (Enhanced Terminal Voice Switch [ETVS], position 5) equipment outages with Airfield Systems. The Control Tower shall not track outages with the SOF's computer or LAN equipment.

84.3. Supervisor of Flying shall:

84.3.1. Complete an equipment check of the ETVS to include all radios and landlines prior to assuming SOF duties.

84.3.2. Utilize a headset and a muted speaker console arrangement to the maximum extent possible and when requested by the watch supervisor.

84.3.3. When advice is extremely technical, or when the SOF feels that relay of information by the controller could cause an unacceptable delay, coordinate with the watch supervisor to transmit directly to the affected aircraft. The SOF must not perform ATC functions or transmit ATC instructions or clearances to an aircraft. The use of ATC communications equipment for messages not directly associated with air traffic services is governed by FAA Order JO 7210.3, *Facility Operation and Administration*. IAW AFI 13-204V3, a person who commandeers an ATC frequency assumes responsibility for separation of aircraft. In addition, as the SOF position has its own dedicated lines, the SOF should not use ATC intercom or phone lines without coordinating with the watch supervisor.

84.3.4. Avoid coordinating directly with tower controllers. All coordination and requests shall be passed through the watch supervisor.

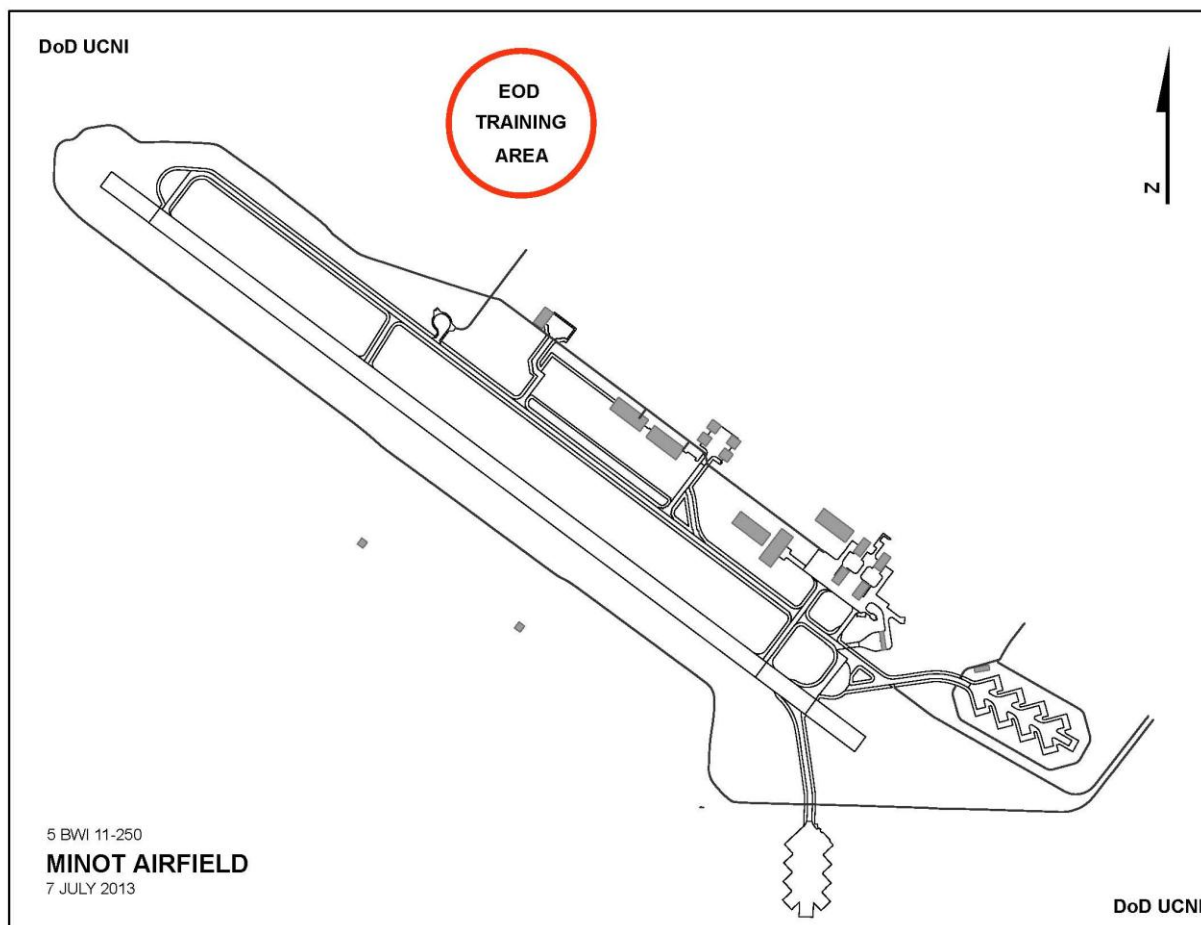
84.3.5. Inform the watch supervisor of any changes that impact flying or required pilot training such as schedule/mission changes, check rides, etc.

**85. Taking of Photographs on the Airfield:** All personnel requesting permission to take photographs of the airfield or facilities/aircraft on the airfield should refer to Minot AFB Plan 31 vol 1, *Integrated Defense Plan*. 5 OG/CC is the approval authority for all airfield photo passes distributed to individuals that are not involved with media for profit. Media agencies shall coordinate with Public Affairs prior to contacting Airfield Management for photo passes. Airfield Management shall notify Security Forces of approved airfield photo passes.

**86. Night Vision Device (NVD) Procedures for Airfield Operations Personnel:** Airfield Operations personnel shall not use NVDs while operating a vehicle on the airfield or in the Control Tower while working a control position. Procedures for situations that may require Airfield Management use of NVDs while driving on the airfield can be found in MAFBI 13-213.

**87. Explosive Ordinance Disposal (EOD) Training Area Procedures:** When notified of activation, Tower shall avoid aircraft overflights at or below 1,000 AGL or as requested.

Figure 22. EOD Training Area



**88. Wear of Hats on the Airfield:** In accordance with AFI 21-101, Combat Air Force Supplement and Minot AFB Supplement, *Aircraft and Equipment Maintenance Management*, loosefitting headgear is not authorized for wear on the airfield.

88.1. Clothing policies identified in AFOSH STD 91-100, *Aircraft Flight Line Ground Operations and Activities*, shall be adhered to during airfield operations. Maintenance, security forces and aircrew personnel shall secure any loose garments or objects while working on or near running jet engines.

88.2. Distinguished visitors and their escorts are not required to remove metal insignia prior to entering the ramp, but shall comply with the rules when within 50 feet of operating engines.

**89. Airfield Smoking Policy:** Smoking is prohibited at gas stations, petroleum, oil, lubricants (POL) facilities, liquid oxygen plants, explosive storage areas, and vehicles. Smoking on the airfield is not authorized unless in a designated area approved by the installation Fire Chief IAW AFOSHSTD 91-100, *Air Force Consolidated Occupational Safety Standard*.

**90. Airfield Operations Board (AOB):** The AOB is established IAW AFI 13-204, *Functional Management of Airfield Operations*, as a forum for discussing, updating, and tracking various activities in support of the wing flying mission. Per AFI 13-204v3, the Wing Vice Commander



chairs the AOB. Minot AFB 5 BW/CV may delegate this authority in writing to the 5 OG/CC. The board also reviews and acts on Air Traffic System Analysis observations and recommendations.

90.1. AOB members include, but are not limited to, the following agencies:

- 5 BW/CV
- 5 OG/CC
- 5 MSG/CC
- 5 OG/OGV
- 5 OSS/CC
- 5 OSS/DO
- 5 OSS/OSA
- 5 OSS/OSAA AFM
- 5 OSS/OSAT CCTLR
- 5 OSS/OSAT NATCT
- 5 OSS/OSAT Stan Eval
- 5 OSS/OSW
- 5 OSS/A3C (Airspace Manager)
- 5 BW/SEF
- 5 CES/CC
- 5 CES Community Planner
- 5 CS/CC
- 23 BS/CC
- 69 BS/CC
- 91 MW/SEF
- 54 HS/CC
- 5 MXS/MOC
- 5 BW Command Post
- Minot International Tower Chief Controller

In addition to the AOB agenda items listed in AFI 13-204, the following items must be reviewed annually:

90.2.1. 1st Quarter

- Jan - Airfield/airspace/airfield lighting waivers
- Feb - Local Operating Procedures (Base Airfield Operations Instruction, Letters of Agreement, and Operating Instructions)

90.2.2. 2nd Quarter

- Apr-Airspace and ATC flying procedures
- May-Midair Collision Avoidance (MACA) Program
- Jun-Air Installation Compatibility Use Zone (AICUZ) Biennial Review

90.2.3. 3rd Quarter

- Jul-ATSEP Checklists
- Jul-Terminal Instrument Procedures (TERPS)

90.2.4. 4th Quarter

Nov-Aircraft Parking Plan

ALEXIS MEZYNSKI, Colonel, USAF  
Commander, 5th Bomb Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-1001, *Civil Aircraft Landing Permits*, 1 September 1995  
AFI 11-202, *General Flight Rules*, 22 November 2010  
AFI 11-205, *Aircraft Cockpit and Formation Flight Signals*, 19 May 1994  
AFI 11-230, *Instrument Procedures*, 30 March 2010  
AFI 11-401, *Flight Management*, 10 December 2010  
AFI 13-204V1, *Airfield Operations Career Field Development*, 1 September 2010  
AFI 13-204V2, *Airfield Operations Standardization and Evaluations*, 1 September 2010  
AFI 13-204V3, *Airfield Operations Procedures and Programs*, 1 September 2010  
AFPD 13-2, *Air Traffic, Airfield, Airspace and Range Management*, 7 August 2007  
UFC 3-260-01, *Airfield and Heliport Planning and Design*, 17 November 2008

***Adopted Forms***

AF Form 457, *USAF Hazard Report*, 1 Sep 1973  
AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009  
AF Form 483, *Certificate of Competency*, 1 Feb 1985  
AF Form 651, *Hazardous Air Traffic Report (HATR)*, 1 Oct 1998  
AF Form 3616, *Daily Record of Facility Operation*, 10 Jan 2012  
AF Form 3622, *Air Traffic Control/Weather Certification and Rating Record (LRA)*, 1 Jun 1991  
DD Form 175 (PA), *Military Flight Plan*, May 1986  
DD Form 1801, *International Flight Plan – DoD*, May 1987

***Abbreviations and Acronyms***

**AFAS**—Airfield Automation System  
**AFM**—Airfield Manager  
**ALZ**—Assault Landing Zone  
**AM**—Airfield Management  
**ANG**—Air National Guard  
**AOB**—Airfield Operations Board  
**AOF**—Airfield Operations Flight  
**AOF/CC**—Airfield Operations Flight Commander  
**APU**—Auxiliary Power Unit

**ARTCC**—Air Route Traffic Control Center  
**ASAP**—As soon as possible  
**ATC**—Minot AFB Air Traffic Control  
**ATCALs**—Air Traffic Control and Landing Systems  
**ATIS**—Automatic Terminal Information Service  
**ATM**—Air Traffic Manager  
**ATSEP**—Air Traffic System Evaluation Program  
**BASH**—Bird Aircraft Strike Hazard  
**BWC**—Bird Watch Condition  
**CTO**—Controlled Takeoff Time  
**CES**—Civil Engineering Squadron  
**CIC**—Controller in Charge  
**CMA**—Controlled Movement Area  
**COMSEC**—Communications Security  
**CS**—Communications Squadron  
**DNIC**—Duties Not Including Controlling  
**DoD**—Department of Defense  
**DV**—Distinguished Visitor  
**ELT**—Emergency Locator Transmitter  
**EPU**—Emergency Power Unit  
**ETA**—Estimated Time of Arrival  
**ETD**—Estimated Time of Departure  
**FAA**—Federal Aviation Administration  
**FAAO**—Federal Aviation Administration Order  
**FAF**—Final Approach Fix  
**FAR**—Federal Aviation Regulation  
**FAX**—Facsimile machine  
**FCF**—Functional Check Flights  
**FD**—Flight Data  
**FLIP**—Flight Information Publication  
**FOD**—Foreign Object Damage  
**FP**—Flight Plan

**FPNO**—No Flight Plan  
**GC**—Ground Control  
**HATR**—Hazardous Air Traffic Report  
**HIRL**—High Intensity RWY Light  
**IAW**—In Accordance With  
**IFE**—In-flight Emergency  
**IFR**—Instrument Flight Rule  
**ILS**—Instrument Landing System  
**JCN**—Job Control Number  
**LAN**—Local Area Network  
**LC**—Local Control  
**LMR**—Land Mobile Radio  
**LOA**—Letter of Agreement  
**MACA**—Mid-Air Collision Avoidance  
**MDA**—Minimum Descent Altitude  
**MOA**—Military Operations Areas  
**MOC**—Maintenance Operations Center  
**MSL**—Mean Sea Level  
**NAVAID**—Navigational Aid  
**NGA**—National Geospatial-Intelligence Agency  
**NLT**—Not Later Than  
**NM**—Nautical Mile  
**NORDO**—No Radio  
**NOTAM**—Notice to Airmen  
**OBO**—Official Business Only  
**OPLAN**—Operational Plan  
**PAPI**—Precision Approach Path Indicator  
**PCAS**—Primary Crash Alert System  
**PCN**—Pavement Classification Number  
**PCS**—Permanent Change of Station  
**PIREP**—Pilot Weather Report  
**PMI**—Preventive Maintenance Inspection

**POC**—Point of Contact

**POFZ**—Precision Obstacle Free Zone

**POL**—Petroleum, Oils, and Lubricants

**PPR**—Prior Permission Required

**PTD**—Minot AFB Pilot to Dispatch

**REIL**—RWY End Identifier Lights

**RSC**—RWY Surface Condition

**RWY**—RWY

**SC**—Senior Controller

**SCN**—Secondary Crash Net

**SEI**—Special Experience Identifier

**SFS**—Security Forces Squadron

**SID**—Standard Instrument Departure

**SOF**—Supervisor of Flying

**TA**—Transient Alert

**TACAN**—Tactical Air Navigation

**TWY**—TWY

**VCO**—Vehicle Control Officer

**VFR**—Visual Flight Rules

**WX**—Minot AFB Weather Station

## Attachment 2

**QUIET HOURS REQUEST FORM**

*NOTE: REQUEST MUST BE SUBMITTED TO AIRFIELD MANAGEMENT (3-2347) VIA eSSS AT LEAST 10 DAYS PRIOR FOR APPROVAL OR REQUEST MAY NOT BE GRANTED.*

REQUEST DATE: \_\_\_\_\_ REQUESTOR: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

POC PHONE # : \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

LOCAL TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

The following denotes the quiet hour categories:

**Category 1:** Operations are suspended; aircraft and helicopters cannot take-off, land, taxi, perform engine starts, engine test operations, ground equipment (AGE) test operations or to be towed; restrictions also include: towing support equipment, air munitions or fuel truck operations.

**Category 2:** Aircraft test, AGE or engine test operations not to exceed “idle power” are authorized; all aircraft take-offs, landings, and taxi operations are prohibited.

**Category 3:** Routine support aircraft operations are in effect. Aircraft take-offs are suspended; aircraft returning to Minot will be required to recover from a straight-in approach to “full stop landing” only. Over-flights and practice approaches are prohibited.

***NOTE:** Requesters will immediately notify Airfield Ops with all changes to quiet hour requests. Airfield Ops can be reached at following numbers:*

*Flight Commander: 3-2605*

*Airfield Manager: 3-6646*

*Airfield Management Operations: 3-2347*